## Rotary District 7090 CLUB BOARD GOVERNANCE TOOL

Every Rotary club board has 'governance' obligations which need to be observed, so to facilitate ensuring your club is compliant and properly operational, use the checklist below as a tool for your club. This checklist has been developed to support your club.

ITEM		DETAIL	DONE
Accounts & Finance	(8)	Ensure your club maintains separate accounts to handle your finances –	
		one administrative and one fundraising account – or clearly delineated	
		account codes for each.	
	₩	Have multiple officers of the board authorized to access the club's bank	
		accounts – annually review and update who is authorized.	
	(8)	No two signatories should be related to one another.	
	<b>®</b>	Establish system of authorization for expenditures, example at least two	
		authorized members to confirm expenditure.	
	(8)	Make sure you provide an annual financial report for your club at your	
		annual general meeting (audited only if required).	_
	(8)	Annually review financial controls.	
	<b>®</b>	File annual returns with government as required.	
Budgets	<b>®</b>	Annually set budget(s) for expected income and expense.	
2 4 4 6 4 6	<b>®</b>	Have at least two members attend annual District 7090 Foundation Grant	
	***************************************	Workshop training to be eligible for district simplified and global grants.	
Communication	<b>®</b>	Review website information for accuracy and up to date information.	
Communication	<b>®</b>	· · · · · · · · · · · · · · · · · · ·	
	100/	Be aware of copywrite and licensing when publishing or reproducing any	Ш
	ATTA	protected content on your website or recorded club meetings.	
	<b>®</b>	Get permission in advance for the publication of images and information of members and club guests.	
Insurance	<b>®</b>	Be aware of insurance coverage provided through club dues to confirm	
ilisurance	100	that activities and exposures of the club are covered.	
		www.rotary7090.org/page/insurance-programs	
	/EX		
	<b>8</b>	Clubs may consider purshasing additional insurance soverage as needed	
	<b>®</b>	Clubs may consider purchasing additional insurance coverage as needed	Ш
Dogulatom, Compliance	/ETA	above what has been obtained by Rotary International and District 7090.	
Regulatory Compliance	<b>®</b>	Consider whether your club should be incorporated or unincorporated	
	ATTA	and/or registered with the appropriate government authority(ies).	
	<b>®</b>	Know the rules governing receiving and distributing charitable funds.	
	<b>®</b>	Review your club <u>Constitution</u> and <u>By-Laws</u> annually.	
	<b>®</b>	Ensure your club has in place all additional required policies and	Ш
		procedures, for example: Abuse, Neglect and Harassment Protocol,	
	<i>(</i> 7)	Privacy Policy, Code of Conduct, Diversity, Equity and Inclusion, etc.	
	<b>®</b>	Copies of club policies and governing documents should be shared with all	
		incoming and existing members. It is recommended that the club have all	
	ATTA	members sign an "acknowledgement of receipt" of these documents.	
	<b>®</b>	Review club policies annually for accuracy and compliance.	
	(8)	Hold your Annual General Meeting with election of officers and directors no later than December 31 <sup>st</sup> .	
Mambarahin	/EX		
Membership	<b>®</b>	Review annual membership program. Resource: <u>Creating Your</u> Membership Plan	
		Attraction     Engagement	
	/ETA	Engagement  Involve now members in activities or projects as soon as possible to	
	<b>(89)</b>	Involve new members in activities or projects as soon as possible to	
	/CDA	ensure their engagement. Resource: <u>Orientation Guide</u> Work with the community to generate a pincline of potential members	
	<b>®</b>	Work with the community to generate a pipeline of potential members	
		through sponsoring Interact, Rotaract, Satellite and/or specialty clubs.	

ITEM		DETAIL	DONE
Risk Management	<b>®</b>	Review club activities and exposures for potential risks and develop a risk	
		prevention/mitigation strategy.	
		<ul> <li>Club activities &amp; events</li> </ul>	
		<ul> <li>Cyber security, loss of data, ransomware, breech of</li> </ul>	
		information	
		<ul> <li>Maintaining of club records and personal information</li> </ul>	
		Membership decline	
		<ul> <li>Responding to circumstances of emergency, disaster,</li> </ul>	
		governmental action, public health emergency, etc.	
	100	Transporting and housing youth and vulnerable individuals  Obtain partification of income an array and are an array dains.	
	<b>®</b>	Obtain certificates of insurance from any vendors or contractors doing work on behalf of your club.	Ш
	<b>(80)</b>	Financial and board documents should be maintained and accessible to	
	1001	current board for a minimum of 7 years.	Ш
Rotary Compliance	<b>&amp;</b>	Always strive to work to achieve the Rotary motto of 'Service Above Self'.	
motary compliance	<b>®</b>	Aim to work within the Rotary parameters of the 'Object of Rotary' and	
		observe the guidance of the 'Four Way Test'.	
	<b>®</b>	Ensure your club activities are channeled through the 'Rotary Avenues of	П
		Service'.	
	<b>®</b>	All communications, publications and promotions need to be compliant	
		with Rotary Branding policies.	
	8	Your club Constitution and By-Laws need to confirm to Rotary	
		International guidance and local law.	
	8	Annually review, for compliance, changes enacted by the R.I. Council on	
		Resolutions, and every three (3) years, the R.I. Council on Legislation.	
Strategic Planning	8	Update Club Goals in Rotary Club Central annually and share with club.	
	@	Review your club Strategic Plan regularly.	
	@	Utilize the Rotary Health Check Document as a benchmark guide.	
	-	Utilize the Rotary Citation Goals to guide the strategic plans for your club.	
	<b>®</b>	Develop plans and projects that align to the Rotary Areas of Focus.	
Succession Planning	<b>®</b>	Identify potential leaders for your club and plan their roles as directors on	
		your board.	_
	8	Introduce potential leaders to the roles by enlisting them to committees	
	-	of avenues of service.	
	8	Develop a sound succession plan for your President following the triennial	Ш
		cycle – one year as President Elect, one year as President, and one year as Immediate Past President.	
	<b>®</b>	Encourage Professional Development of members and directors through	
		attendance at District Assembly, Rotary Leadership Institute, President	
		Elect Training Seminar and any district workshops and web-talks.	
	<b>®</b>	Encourage members to participate in District Committees.	
Working with Youth		If your club conducts activities involving minors and vulnerable	
and Vulnerable		individuals, you will need several members to be cleared through	
Individuals		background checks and complete the Volunteer Assessment form.	
	<b>®</b>	Recommended to have volunteers complete Rotary International abuse	
		training in the Rotary Learning Center.	
	@	Keep members who do not want to go through background checks out of	
		any activities with minors and vulnerable individuals.	