

## 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
<b>Accounts &amp; Finance</b>	☉ Ensure your club maintains separate accounts to handle your finances – one administrative and one fundraising account – or clearly delineated account codes for each.	<input type="checkbox"/>
	☉ Have multiple officers of the board authorized to access the club’s bank accounts – annually review and update who is authorized.	<input type="checkbox"/>
	☉ No two signatories should be related to one another.	<input type="checkbox"/>
	☉ Establish system of authorization for expenditures, example at least two authorized members to confirm expenditure.	<input type="checkbox"/>
	☉ Make sure you provide an annual financial report for your club at your annual general meeting (audited only if required).	<input type="checkbox"/>
	☉ Annually review financial controls.	<input type="checkbox"/>
	☉ File annual returns with government as required.	<input type="checkbox"/>
<b>Budgets</b>	☉ Annually set budget(s) for expected income and expense.	<input type="checkbox"/>
	☉ Have at least two members attend annual District 7090 Foundation Grant Workshop training to be eligible for district simplified and global grants.	<input type="checkbox"/>
<b>Communication</b>	☉ Review website information for accuracy and up to date information.	<input type="checkbox"/>
	☉ Be aware of copywrite and licensing when publishing or reproducing any protected content on your website or recorded club meetings.	<input type="checkbox"/>
	☉ Get permission in advance for the publication of images and information of members and club guests.	<input type="checkbox"/>
<b>Insurance</b>	☉ Be aware of insurance coverage provided through club dues to confirm that activities and exposures of the club are covered. <a href="http://www.rotary7090.org/page/insurance-programs">www.rotary7090.org/page/insurance-programs</a>	<input type="checkbox"/>
	☉ Certificates of Insurance for your policies can be obtained online.	<input type="checkbox"/>
	☉ Clubs may consider purchasing additional insurance coverage as needed above what has been obtained by Rotary International and District 7090.	<input type="checkbox"/>
<b>Regulatory Compliance</b>	☉ Consider whether your club should be incorporated or unincorporated and/or registered with the appropriate government authority(ies).	<input type="checkbox"/>
	☉ Know the rules governing receiving and distributing charitable funds.	<input type="checkbox"/>
	☉ Review your club <a href="#">Constitution</a> and <a href="#">By-Laws</a> annually.	<input type="checkbox"/>
	☉ Ensure your club has in place all additional required policies and procedures, for example: <a href="#">Abuse, Neglect and Harassment Protocol</a> , <a href="#">Privacy Policy</a> , <a href="#">Code of Conduct</a> , <a href="#">Diversity, Equity and Inclusion</a> , etc.	<input type="checkbox"/>
	☉ Copies of club policies and governing documents should be shared with all incoming and existing members. It is recommended that the club have all members sign an “acknowledgement of receipt” of these documents.	<input type="checkbox"/>
	☉ Review club policies annually for accuracy and compliance.	<input type="checkbox"/>
	☉ Hold your Annual General Meeting with election of officers and directors no later than December 31 <sup>st</sup> .	<input type="checkbox"/>
<b>Membership</b>	☉ Review annual membership program. Resource: <a href="#">Creating Your Membership Plan</a> <ul style="list-style-type: none"> <li>○ Retention</li> <li>○ Attraction</li> <li>○ Engagement</li> </ul>	<input type="checkbox"/>
	☉ Involve new members in activities or projects as soon as possible to ensure their engagement. Resource: <a href="#">Orientation Guide</a>	<input type="checkbox"/>
	☉ Work with the community to generate a pipeline of potential members through sponsoring Interact, Rotaract, Satellite and/or specialty clubs.	<input type="checkbox"/>

