Club Secretary Training

BOB WICKS

DISTRICT SECRETARY 2019-20
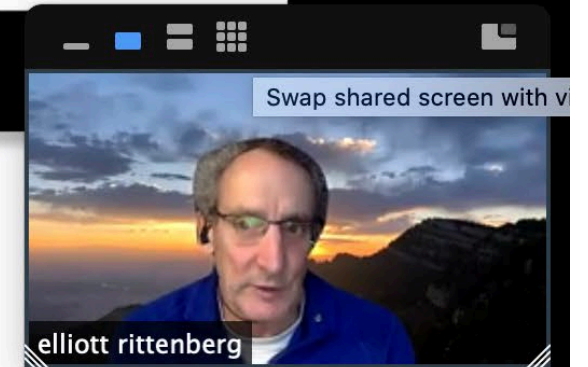
APRIL 22, 2020

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ADMINISTRIVIA – SHARE VIEWS

Massachusetts Reporting Requirements

- Annual Report must be filed by 11/1
- Lists Officers & Directors
- Filing fee $15
- Can be filed online if customer ID# & PIN are known
- See Secretary of State's Office Non-Profit Corporation Forms

ABOUT ME

- **Retired IT Executive** – software & personnel development

- **District 7930** – *Ipswich Rotary Club*
  - Club Secretary 3½ Years
  - President 2011-12
  - Website Administrator – *installed and managed ClubRunner*
  - Assistant Governor 2012-18

- **District 7910** – *Brookfields Rotary, since mid 2018*
  - District Secretary 2019-20
  - Governor's Aide 2020-21
  - Assistant Governor 2020-21

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ABOUT YOU

▶ **Club**

▶ **Years in Rotary**

▶ **Years as Secretary**

▶ **Other Rotary leadership position(s) held**

▶ **Focus on First Year Secretaries**

▶ **Attachment** – *unformatted version of content slides*

▶ **YOUR QUESTIONS? – use Chat**

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TOPICS OUTLINE

- Key Relationships
- Resources
- Responsibilities
- Data Integration – *ClubRunner and Rotary International*
- Field Trip to Internet – *ClubRunner*
- Dues Administration
- Inventory Management
- Preparation and Planning

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KEY RELATIONSHIPS

- **Club President**
  - Partner and Advisor
    - Club Trends/Issues/Concerns
    - Institutional Knowledge
- **Treasurer**
  - Semi-Annual Dues
  - ClubRunner & Domain Renewals *(where appropriate)*

- **Directors**/Committee **Chairs**, including the CR Admin
  - Support

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RESOURCES – Electronic

- **ClubRunner** (CR) – *login*
  - Database and Website
  - **CR Support** – *online and in Canada*

- **My Rotary** (Rotary International – RI) – *login*
  - Official RI Data Repository – *handling discrepancies with CR*
  - Learning Center – *under Learning & Reference*
  - Brand Center – *under Manage*
  - Club Central – *under Manage, Club Administration*
  - **Club and District Support** – *Evanston*

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Rotary ⚙ | My Rotary

🏠 Rotary.org | 📍 Club Finder   [🔍]   JOIN | DONATE

Exchange Ideas   **Take Action**   **Learning & Reference**   **Manage**   **The Rotary Foundation**   **News & Media**   **Member Center**

Club & District Administration

Club Administration

District Administration

Contributions

Reports

Rotary Club Central

Community Marketplace

Official Rotary Apps

Club Management Systems & Website Providers

Marketplace Resources

Brand Center

Our Story

Guidelines

Logos

Materials

Ads

Images & Video

Strengthening Rotary Resources

Products & Services

Licensed Vendors

Special Offers

Rotary Global Rewards

Travel & Expenses

RESOURCES - Other

- **Russell Hampton**
  - Club Supplies

- **Predecessor**

- **District Secretary**

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POSITION DESCRIPTION/DUTIES

- **Board of Directors Meetings**
- **Member Records** *– club database administration*
  - **Member Profile – New Member**
    - **Data Integration/Synchronization**
  - ***Attendance?***
- **Officers and Key Directors/Committee Chairs** *– update in database*
- **Club Meetings** *– administration and support*
- **Dues Management**
- **Inventory Maintenance**
- **Communication**
- **Transfer to Successor**

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BOARD OF DIRECTORS

Action Items
Rotary Club of My Town
As of April, 2020

Action Item	Entered	Assigned	Status

Items over 6 months old are highlighted in **red**

Active

Complete By-Laws Review	9/15/19	By-Laws Sub-Committee	On-going. BOD review rescheduled for May.
Complete Club Brochure	4/30/20	Jim and Marie	Present draft at May BOD meeting
Plans for Fall Fundraiser	6/1/20	Fundraising Committee	On schedule

Closed – this period

Select RYLA students	3/15/20	RYLA Chair Pat	5 Students notified and accepted
Complete Plans for Summer BBQ at Rotary Park	4/1/20	Events Committee	Plan approved at 4/12 BOD Meeting

▶ **Record the Proceedings** and **Track Action Items**

　▶ Emphasize **key Discussions/Decisions** and **all Votes**

　　▶ Not a transcript

　　▶ Confidential Information, Executive Sessions

▶ **Write Up and Distribute the Minutes**

　▶ Be succinct and to the point

　▶ Distribute Minutes/Action Items within one week of the meeting

▶ **Organize/Maintain Records** – *Minutes and Handouts*

　▶ *On hand at meetings for reference*

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QUALITIES OF A BOARD MEMBER?

▶ Dedicated

▶ Accountable

▶ Impartial

▶ **Discrete** – access to personal/confidential data

▶ Collegial

▶ Transparent

▶ **Task Oriented** – deadlines are important

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RECORDS MAINTENANCE

▶ **Online Tools**

   ▶ ClubRunner (Club or District version)

      ▶ *Data Integration*

   ▶ My Rotary (Rotary International)

      ▶ *Under "Manage, Club Administration"*

▶ **Guiding Documents**

   ▶ Club Constitution

   ▶ Club Bylaws

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ClubRunner DATA MANAGEMENT

- **Club Data**
  - Not Synchronized with RI
  - Update in ClubRunner and in My Rotary

- **Member Data**
  - **New Member Profile** data *entered in ClubRunner*
    - Most, but not all, fields are *synchronized with RI*
  - **Active Member Profile** updated by the member
    - **Educate** the members to use ClubRunner
   - **Partner** with your CR Admin

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DATA INTEGRATION - Members

- **Member Data Synchronization**
  - Club CR ↔ District CR ↔ RI My Rotary
  - Most Member Data, but not all

- **Managing RI/ClubRunner Discrepancies**
  - Email from ClubRunner
    - Usually RI Member ID mismatch
  - CR "Compare and Synchronize" Tool
    - CR Help: Rotary International Integration, Overview
  - Live ClubRunner Webinar – April 29, 3 pm

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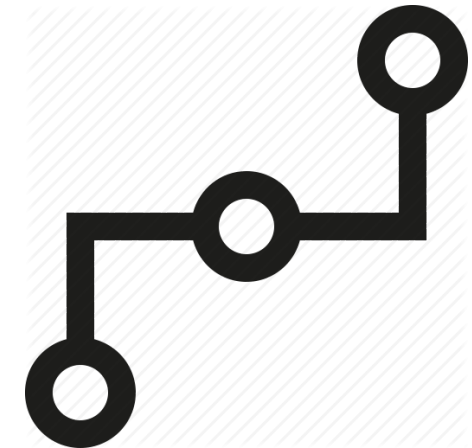
OFFICERS/DIRECTORS

- **Current and Next Year**
  - Maintain in ClubRunner using Organization Charts

- **Update CR Access Levels**
  - Defined in ClubRunner
  - **Current BOD**
    - Up or Downgrade, *as fits the member's new status*
  - **New BOD**
    - Upgrade or Modify, *as fits the member's job description*

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DATA INTEGRATION – Officers

- **Officers**
  - President
  - Secretary
  - Treasurer
  - Executive Secretary
- **Directors**
  - Membership Chair
  - Foundation Chair
- **Who is Missing?**   President Elect

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ClubRunner FIELD TRIP

▶ **Manage Club Data**

▶ **Data Integration**

▶ **Add a New Member**

▶ **Member Data Synchronization**

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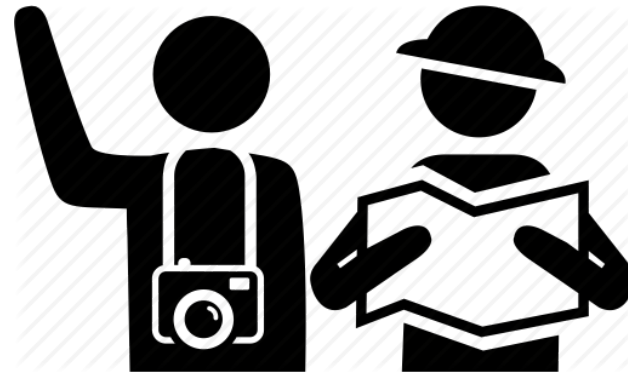
MEETING PREP & SUPPORT - 1

- **Club Annual Meeting** (December)
  - **Election** of Officers & Directors
  - Ballot Preparation/Distribution
  - Pre-Notification time frame, per Club By-Laws
  - Deadline for District Directory – December 31

- **District Conference** (May)
  - Voting Credentials – Delegates to Business Meeting

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MEETING PREP & SUPPORT - 2

- **Installation/Passing the Gavel** (June)
  - **Materials Source**
    - Russell Hampton – *allow extra time*
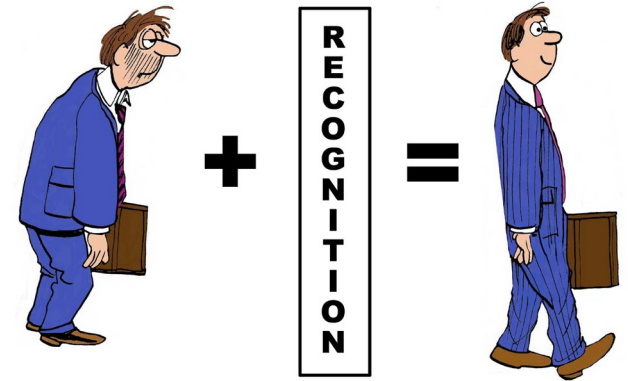
  - **Outgoing President Recognition**
    - Past President Plaque/Gavel Award, *as per club tradition*
    - Past President Pin

  - **Member Recognitions** – *coordinate with President/President Elect*

  - **Club Annual Report**
    - Coordinate with Club Photographer

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RI & DISTRICT DUES – Expense

- **Semi-Annual on July 1 and January 1 –** *paid by Club Treasurer*
  - **Based on Membership** as of June 30 and December 31
  - Note: July RI Dues include Rotary Insurance

- **Register New Members and Delete Terminated Members Promptly**
  - **Within 30 Days, but no later than June 30 or December 31**

- **Dues Statements CANNOT be adjusted**

- **Responsibility of the Secretary:**

  to insure that Member Data is synchronized and accurate in RI

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ROTARY INSURANCE

- **General Liability**
  - Billed annually, in the July RI statement
    - Currently $3.63/member
  - Certificate from the vendor – login required, from My Rotary
    - ***Clubs should carefully review the terms of coverage***
    - ***Third party coverage only; Rotarians are NOT covered***

- **Directors and Officers Liability**
  - Billed annually, in the July RI statement
    - Currently, $.43/member

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CLUB DUES – Income

▶ **Member Dues** – Primary source of Operating Fund revenue

  ▶ All club expenses, such at RI and District dues, supplies, etc.

  ▶ Paid by all Active Members

▶ **Prepare, Distribute, and Process Dues Statements**

  ▶ According to club rules

  ▶ Partnering with the Club Treasurer

▶ **Bill Annually in June, or Semi-Annually** in June and December

  ▶ Manage cash flow

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INVENTORY MAINTENANCE

▶ **New Member Supplies**

  ▶ Membership Pins

  ▶ Induction Packets

  ▶ Order Badges

▶ **Club Supplies & Property**

  ▶ Exchange Flags

  ▶ Club Banner(s), Meeting Paraphernalia (Bell, etc.)

  ▶ Club Event Supplies

  ▶ Club Files, Historical Records

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COMMUNICATION

▶ **New Member Introduction to Online Tools**
  ▶ ClubRunner: Login, Member Profile maintenance, Email
  ▶ My Rotary: Login, features

▶ **Official Correspondence** – and *stationary*

▶ **RI Membership Leads**
  ▶ Assigned to Club from District Membership Committee

▶ **Prepare your Successor** – *and transfer Records/Club Property*

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PREPARATION

✔

- **District Assembly Training**

- **RI Learning Center** – *My Rotary, login*
  - 10 Courses, 15-30 minutes each, about 4 hours total
  - "Be a Vibrant Club" North America

- **ClubRunner Webinars**

- **Study Governing Documents** – Club Constitution and By-Laws

- **Meet Predecessor** and **President Elect**

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PLAN AHEAD

▶ **November/December** – **Annual Meeting** and Elections

▶ **December** – Verify Membership (for RI/District Bills on 1/1)

▶ **February** – District Governor Nominee Designee

▶ **April** – Begin Coordinating with your Successor

▶ **May/June** – Prepare & Support **Club Installation**/Passing the Gavel

  ▶ Russell Hampton's busiest time – allow several weeks

▶ **June** – Verify Membership (for RI/District Bills on 7/1)

▶ **June** – Transfer Club Records and Property

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REVIEW & GOALS

- **Responsibilities**
- **Key Relationships**
- **Deadlines**
- **Electronic Tools**
- **Resources**

- **One Goal?**
  - How Does that Goal Support Your Club's Strategic Plan?

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Thank You

District Assembly
2020

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