|  |  |  |  |
| --- | --- | --- | --- |
| **2022-2023 District Governor’s Club Health Check** | | | |
| **Club Name:** | | | |
| **Name of Assistant Governor:** | | | |
| **Prepared by:** | **Date** | | |
| **Club Administration** | | **Yes/No** | **Comments** |
| As Club President are you familiar with your Club’s Constitution and By Laws? | |  |  |
| Are you considering or have introduced hybrid meetings?  Please describe your current arrangements. | |  |  |
| Is the club incorporated and is relevant paperwork up to date? | |  |  |
| Is the club registered under the Fund-Raising Act of Victoria (fundraising in excess of $20K per year)? | |  |  |
| Does the Club record its volunteer hours in Rotary Club Central?  If not, how do you report these hours to RI? | |  |  |
| Does the club regularly produce a Club Bulletin?  Is it circulated to the DG, DGE and DGN? | |  |  |
| Has the Club held at least one Action Planning Meeting in the last 12 months?  Do you use Action Planning sessions to assist with your planning?  Are you aware of the resources available through [the District website?](https://rotary9780.org/sitepage/club-administration/strategic) | |  |  |
| Does the Club have an Action Plan, guiding the Club direction for the next 5 years? | |  |  |
| Are your Club goals for this year recorded in Rotary Club Central? | |  |  |
| Is the club’s Asset Register up to date?  When was it last reviewed? (Date) | |  |  |
| Do you have members with Food Handling Certification and/or Responsible Serving of Alcohol (RSA) as appropriate?  Are the names of the certificate holders listed in Club records and reviewed at least annually? | |  |  |
| Does the club undertake a documented Risk Assessment for each of its activities?  How are these risk assessments stored and accessed? | |  |  |
| What is your level of awareness of the liability to both individual(s) and Club for the failure to properly implement both Risk Assessment and Risk Mitigation for the Club activities? | |  |  |
| Has the Club had members participate in the Insurance and Risk Assessment Seminars conducted by the District Insurance Officer?  Do you require further assistance from the District in relation to Insurance and Risk Management? (describe) | |  |  |
| Is the Club instituting appropriate strategies to minimise risk to members and the club/organisation?  Please provide some examples (eg. Providing PPE, Training and Briefing, Age specific tasking etc.) | |  |  |
| Is the club holding regular, monthly Board Meetings?  If no, how often do you meet? | |  |  |
| Are you aware the Club must make the minutes of your Board meeting available to all Club members within 60 days of the meeting? | |  |  |
| Does your Club structure in terms of delegating tasks, projects and activities allow you to achieve your Club goals? | |  |  |
| Does the club use the Club Constitution and By Laws and other club level procedures to resolve issues? | |  |  |
| How does your Club manage its Membership database ie. ClubRunner or an alternative? | |  |  |
| **Assistant Governor (AG) Clubs** | | **Yes/No** | **Comments** |
| Are you aware of who your Assistant Governor Clubs is? | |  |  |
| Do you have regular contact with your AG Clubs? | |  |  |
| Are you aware of how District information is distributed and do you receive this information?  It is expected that all District communications be opened, read and circulated to members. Does this happen in your Club? | |  |  |
| Are you actively involved in your Group quarterly President’s meetings?  Do you find these meetings and the quarterly President’s reports of value?  If no, how could they be improved? | |  |  |
| **Membership and Member Development** | | **Yes/No** | **Comments** |
| Please ensure the names and contact details of every new member and every member who resigns is provided to the District Governor to allow contact. | | | |
| Has the club set its Membership Goals for the coming year? | |  |  |
| Has the club inducted new members in the last 12 months? | |  |  |
| Does your Club have an active group of Friends of Rotary, former members, or friends of members to assist with Club activities?  How do you keep in contact with this group of supporters?  If your Club doesn’t have supporter group(s), is there an opportunity to create one? | |  |  |
| Does the Club have an active Membership Committee and Chair? | |  |  |
| How does the club notify Rotary International AND the District of new members? | |  |  |
| Would the Club participate in any of the Membership and Public Image seminars if available? | |  |  |
| Please describe any strategies the club has used to strengthen and grow membership in recent times. | | | |
| Has your Club actively contacted other Clubs who appear to be having some success in both retaining and attracting new members to understand better what they do? What did you learn? What are you looking to implement? | | | |
| What assistance would you like to see from the District to assist in retaining and growing your membership? (describe) | | | |
| Describe how your Club mentors and nurtures new members. | | | |
| How does your Club use the training and knowledge resources available to you through the Rotary International website, Learning Centre and the new Multi District Online Learning Centre? | | | |
| Does your Club have succession planning for future leaders in your club? | |  |  |
| Did the club members participate in the Virtual District Training Assembly this year?  Do you have any feedback or suggestions to improve the Assembly? | |  |  |
| How does your Club actively encourage members to attend RLI? | |  |  |
| Are you aware of types of Membership flexibility, how to form new types of clubs to suit member need and joint membership for Rotaractors? | |  |  |
| Does your Club encourage members to be involved in leadership opportunities at District level eg. District committees? | |  |  |
| **Public Image (PI)** | | **Yes/No** | **Comments** |
| Does your Club have an active Public Image Committee and Chair? | |  |  |
| Are all your Club promotional materials compliant with the current logos set out in the Visual Guidelines provided by RI? | |  |  |
| What platforms do you use to promote your Club?  Is the information on these platforms regularly reviewed and kept up do date? | |  |  |
| Are you aware of how to access assistance for your Club’s PI requirements? | |  |  |
| **Youth Protection** | | **Yes/No** | **Comments** |
| Who is your Club Youth Protection Officer? (Name)  Is he/she supported by an active Youth Committee? | |  |  |
| Does your Club engage in activities with or involving youth (less than 18 years) and children?  What District or Local Youth Programs are you involved in? (please list) | |  |  |
| Is the Club aware of the Victorian or South Australian State Legislation and District Youth Protection Policies?  Does the Club have a Child Protection Policy or Child Safety Policy as required?  Are all members aware of your Club’s policy in relation to Child Protection?  Does the Club require further assistance in understanding its responsibilities in relation to Youth Protection and Safety? (describe) | |  |  |
| Have relevant Rotarians completed Working with Children (WWC) Checks? | |  |  |
| Have relevant Rotarians completed required Youth Declaration Forms? Have they been provided to the District Youth Protection Officer? | |  |  |
| Does the Youth Protection Officer or other Club official hold, maintain and regularly review the list of names of members holding current WWC and Youth Declaration Forms? | |  |  |
| Is your Club aware that it is a requirement to record and hold records of all activities involving Youth?  Where and how are these records held? | |  |  |
| **Environment and Sustainability** | | **Yes/No** | **Comments** |
| Has your Club appointed an Environment champion or established a committee? | |  |  |
| Are you familiar with the District Environment and Sustainability Committee? Have you invited them to make a presentation to your Club? | |  |  |
| Are you aware of how your Club can achieve an Enviro Club Award? | |  |  |
| **Club Finances** | | **Yes/No** | **Comments** |
| Does the club have a separate account and budget for club activities as well as one for fundraising activities? | |  |  |
| Are monthly financial reports presented at Board meetings? | |  |  |
| Are the club’s financial reports audited or reviewed annually? | |  |  |
| Are the audited/reviewed accounts of the club presented to the AGM? | |  |  |
| Is the club using software to manage and report club finances? | |  |  |
| Is the club up to date with payment of all dues – RI/District/Magazines? | |  |  |
| **The Rotary Foundation** | | **Yes/No** | **Comments** |
| Does the club set Foundation Giving goals? | |  |  |
| Does your Club have an active Club Foundation Committee and Chair? | |  |  |
| Are your members aware of various giving programs? | |  |  |
| Is the club contributing to Polio Plus? | |  |  |
| Is your Club currently qualified to apply for The Rotary Foundation Grants? | |  |  |
| Have you invited the District Foundation Chair to make a presentation at a Club meeting? | |  |  |
| Has your Club ever undertaken a Community Needs Analysis in your own community and/or for an external project? | |  |  |
| Would your Club like support in improving its Grant Writing skills? | |  |  |
| What assistance would your Club like from the District Foundation Committee? | |  |  |
| **Rotary Information** | | **Yes/No** | **Comments** |
| Are relevant club members familiar with, and able to access, relevant Rotary information – e.g. Manual Of Procedure, RI website, Rotary Down Under, Parramatta Office, Evanston Office? | |  |  |

|  |
| --- |
| **Support from District 9780 for your club** |
| How can District better support your club to achieve its goals? |
| **Signature Projects or Activities** |
| What do you consider to be the three “signature” or major projects or activities of your club in recent years - what might you be known for in your area? |
| **Date, Time & Place of Board Meeting with DG** |
| When and where do your President and any other Board members plan to meet with the DG prior to, or after the DG visit. |
| Any other comments you would like to make/issues you would like to discuss? |