**SECRETARY ELECT CHECKLIST**

**Suggestions Only**

Every Rotary club has its own traditions and procedures. In reading the Checklist, you will need to be sure that what is suggested (either activity or timeline) fits with your club. You will also need to add any club-specific activities and timelines.

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| **Activity** | **Date** | **Who** | **Details** | **Done by** | **Date** |
| **Assist the President Elect to broadly plan the year – remember you are the *‘Team of Two’*** | Following AGM | You & President | This is the broad planning phase. There may be some things that should be ‘locked in’, however others items will need the input of other members (Board or otherwise) |  |  |
| **Club Guiding Documents** | Following AGM | You | Read and become familiar with the club Constitution, Bylaws and Rules. At Board meetings you need to be aware of what can and cannot be done |  |  |
| **Attend PETS One***Remember PETS is compulsory* | October / November | You & President | PETS One is usually run twice in different locations in the District. This allows maximum participation |  |  |
| **Promotion of District Conference** | February | You, PE & Club Admin Chair |  |  |  |
| **Promotion of District Training Assembly** | March | You & PE | Promote new members, Directors, Chairs and as many others to attend DTA (usually held in May) |  |  |
| **Changeover Preparation** | Early May | You & PE | Place orders for Director Badges, Banners, gifts, PHF’s, certificates |  |  |
| **Semi-annual Dues** | 1 July | You & Treasurer | Must ensure that your clubs dues are paid on receipt of invoice from RI  |  |  |
| **Check ClubRunner** | Monthly | You & Members | Membership details should be kept current on the District ClubRunner site. Ensure that you or your members keep their information current |  |  |

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| **Activity** | **Date** | **Who** | **Details** | **Done by** | **Date** |
| **Monthly Activities*** **Prepare Agenda in cooperation with President**
* **Distribute Agenda**
* **Record Minutes of meetings**
* **Record incoming & outgoing mail (email?)**
* **Distribute mail to Directors / Chairs**
 | February | You  | Distribute Agenda, Reports and Minutes of the previous meeting 5 days in advance of the Board meeting |  |  |
| **Give Notice of the AGM** | October |  | AGM Must be held by end of November |  |  |
| **Semi-annual Dues** | 1st January  | You & Treasurer | Must ensure that your clubs dues are paid on receipt of invoice from RI  |  |  |
| **Promotion of District Training Conference** | March | You & PE | Promote new members, Directors, Chairs and as many others to attend DTA (usually held in May) |  |  |
| **Commence Pulling Annual Report together** | April | You, President & Directors | If your club hands out the Annual Report at Changeover:Set a date that you require all Directors reports to be in to you by. Give them notice and remind them regularly. Remember Membership and Rotary Foundation finish at end of May for reporting purposes. All other Service and non-Service areas end 30th June. These later groups will submit reports that be complete up until the deadline you set (usually a minimum of two weeks prior to Changeover to allow for collation and printingThe preparation of the Annual Report is the responsibility of the Secretary. |  |  |