



YOUR SUPPORT FROM ROTARY

District 9685 District Assembly
April 2014

Joy Walker
Manager, Club & District Support



LEARNING OBJECTIVES

- Introduction to Rotary International and Secretariat
- www.rotary.org and My Rotary
- Your role
- Club administration
- Relevant documents
- Visual identity

RI FIGURES WORLDWIDE

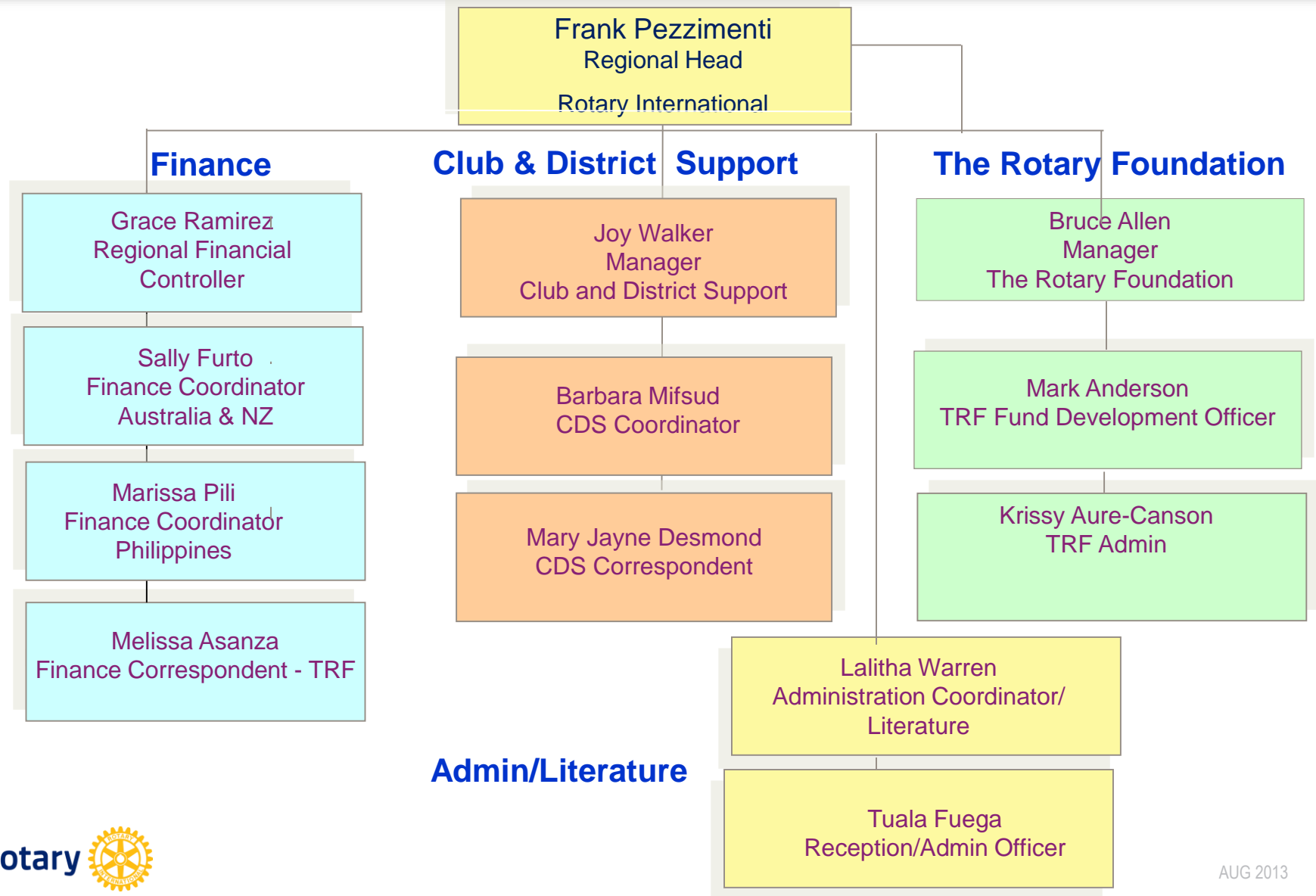
Countries	200+
Districts	543
Clubs	34,544
Rotarians	1,206,020
Rotaract Clubs	6,584
Interact Clubs	16,454
Rotary Community Corps	7,835

As at 23 January 2014

ROTARY INTERNATIONAL SOUTH PACIFIC & PHILIPPINES OFFICE



Countries	18
Districts	37
Rotary Clubs	2,238
Rotarians	61,669



YOUR SUPPORT TEAMS

Administration



Publications
Human Resources
General Administration
Office Management
Bookings

Club & District Support



RI resources and services
New Clubs, resignations
Club name and locality
changes
Board policy and RI
Constitution
Rotary Marks
Club and Rotarian recognition

The Rotary Foundation



Donor recognition
Grants
Fund development

Finance Department



Dues payments
TRF contribution payments
Monthly exchange rates
Payment RSL travel claims
Project payments

WHO WE ARE



- Rotary International
- The Rotary Foundation
- The Australian Rotary Foundation Trust
- Rotaract
- Interact



WHO WE ARE **NOT**

- RDU Magazine
- RDU Merchandise
- Australian Rotary Health
- Probus
- RAWCS
- Inner Wheel
- ROMAC
- Shelterbox
- Disaster Aid

YOUR CLUB & DISTRICT SUPPORT

- RI resources and services
- Club and District Administration



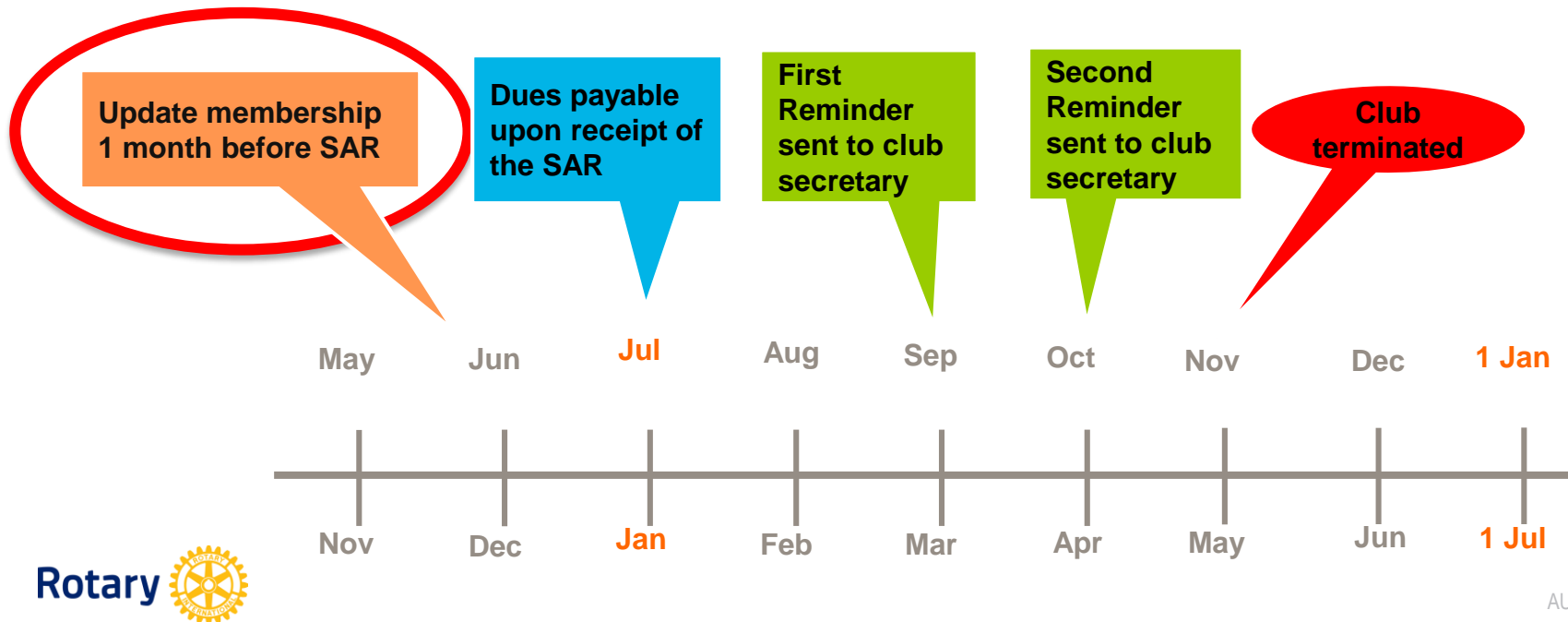
- Board policy and RI constitution
- Rotary Marks
- Club and Rotarian recognition
- District, club and Rotarian inquiries
- Link to Rotary people and resources

MINIMUM ROTARY CLUB STANDARDS

- ✓ Meet regularly (weekly)
- ✓ Conduct service projects
- ✓ Resolve club disputes amicably
- ✓ Maintain cooperative relations with the district
- ✓ Provide timely, accurate membership lists
- ✓ Pay RI and District dues
- ✓ Subscribe to a Rotary magazine
- ✓ Maintain appropriate general liability insurance
- ✓ Respect RI rules and regulations
- ✓ Should not initiate or maintain litigation against RI

Changes effective 1 January 2015

- Reminder sent to presidents and secretaries 60 and 90 days into the SAR period (not 180)
- 5 months (not 12) to be reinstated



ROTARY RESOURCES: www.rotary.org

[My Rotary](#)

[Club Finder](#)

[Location/Language](#)



[Get
Involved](#)

[About
Rotary](#)

[News &
Features](#)

[GIVE](#)

WELCOME TO ROTARY

We are neighbors, community leaders, and global citizens uniting for the common good. With you, we can accomplish even more.



ROTARY RESOURCES: www.rotary.org/myrotary

MEMBER SITE | [Sign in/Register](#)

[Club Finder](#)

[Location/Language](#)



[My
Rotary](#)

[Exchange
Ideas](#)

[Take
Action](#)

[Learning
& Reference](#)

[Manage](#)

[The Rotary
Foundation](#)

[Member
News](#)

WELCOME TO
ROTARY'S
COMMUNITY

[SIGN IN](#)

[REGISTER](#)

[GIVE](#)

Join our community of leaders to exchange ideas
and take action at home and around the world.



[JOIN LEADERS](#)



[EXCHANGE IDEAS](#)



[TAKE ACTION](#)

ACCOUNT REGISTRATION

*Required

FIRST NAME *

LAST NAME *


SIGN-IN EMAIL *

ARE YOU 18 YEARS OLD OR OLDER? *

☐ YES

☐ NO

CONTINUE




SIGN IN

SIGN-IN EMAIL *

[Forgot email?](#)

PASSWORD *

[Forgot password?](#)

☒ **REMEMBER ME** 

SIGN IN

WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current MAP user ID. For the best results, see our [registration tips](#) first. [Contact us for assistance.](#)

CREATE ACCOUNT

ROTARY RESOURCES: www.rotary.org/myrotary

MY CLUB SNAPSHOT

CLUB NAME

Evanston Lighthouse

WEBSITE

<http://www.evlrc.org>

MEETING LOCATION

Hilton Garden Inn
1818 Maple Ave, Evanston, IL, 60201, United States

MEETING DATE AND TIME

Tuesday 7:15 AM

MEMBERS

81

CHARTER DATE

13-Jun-1985

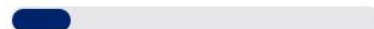
CLUB PRESIDENT

Mr. Bill Vernon

CLUB GOALS SET: 100%



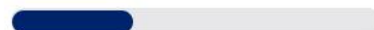
CLUB GOALS ACHIEVED: 16%



SERVICE GOALS SET: 100%



SERVICE GOALS ACHIEVED: 33%



FOUNDATION GIVING GOALS SET: 75%



FIND A CLUB



FEATURED LINKS

[Membership referral](#)

[Help leaders in your community connect for good](#)

[Rotary Direct](#)

[Enroll in recurring giving and support Rotary year round](#)

WHAT'S NEW

Find resources and answers to frequently asked questions about [strengthening Rotary's image](#)

Check out new online tools and websites to help members connect in the [Community Marketplace](#)



[Register for the 2014 convention!](#)



[You can help end polio. Learn how >](#)

GROUP DISCUSSIONS

[MY GROUPS](#) [ALL GROUPS](#)

Either you have not yet joined a group or there are no active discussions in your group. Why don't you start one?

[View My Groups >](#)

YOUR ROLE



My
Rotary

Exchange
Ideas

Take
Action

Learning
& Reference

Manage

The Rotary
Foundation

Member
News

LEARN BY ROLE

New Member

Club Roles

Trainers

District Roles

LEARN BY TOPIC

Membership

Fundraising

Projects

Grants

Start a Club

Public Relations

ABOUT ROTARY

Our Priorities

Our Structure

Leadership

Our Partners

History

Financials

DOCUMENT CENTER

LEARNING CENTER

WEBINARS

CLUB ROLES

Whether you're considering taking on a committee role or looking forward to your year as club president, treasurer, or secretary, you'll learn what you can expect and how to prepare.

- [President](#)
- [Treasurer](#)
- [Secretary](#)
- [Committee](#)



YOUR ROLE

PRESIDENT

As president, you lead and motivate your club, ensuring that club members feel valuable, inspired, and connected to each other.

WHAT YOU DO

- Preside over club and board meetings
- Appoint committee chairs and members
- Conduct club assemblies
- Create a budget and manage club finances, including an annual audit
- Develop a safe environment for youth participants
- Work with your district governor and assistant governor

HOW TO PREPARE

The year of planning before you take office is crucial to achieving the objectives you set out for your club. As president-elect, you work with your assistant governor and incoming leadership team to set annual goals that support your club's strategic plan. In this year you should:

- Assess your club's strengths, weaknesses, opportunities, and risks in order to set goals
- Develop an action plan for your annual goals, which support long-term achievements
- Appoint committee chairs
- Ensure continuity in leadership and service projects
- Attend presidents-elect training seminar
- Attend district assembly for additional training

RESOURCES & REFERENCE

- [Club President's Manual](#)
- [Be a Vibrant Club: Your Club Leadership Plan](#)
- [Membership Growth and Retention Support](#)
- [The Rotary Foundation Reference Guide](#)
- [Standard Rotary Club Constitution](#)
- [Recommended Rotary Club Bylaws](#)

TOOLS

- Set and track goals in [Rotary Club Central](#)
- Take a course in the [Learning Center](#)
- Register for a [webinar](#)
- Check our [discussion groups](#)

INFORMATION ON YOUR ROLE

SECRETARY

As club secretary you help your club run smoothly and effectively. You also monitor club trends to help identify strengths and areas for improvement, and share this information with club and district leaders.

WHAT YOU DO

- Prepare and submit semiannual report: Rotary International emails the report packet, which contains a membership list and a dues invoice, to your club in early July and early January. Work with your president and treasurer to prepare and submit the report. In addition to the emailed version, RI sends the report packet by mail. Save paper by [opting out](#) of the paper version.
- Maintain membership records: [Update your membership data online](#)
- Record attendance at meetings and report monthly attendance figures to the district governor
- Maintain minutes of club, board, and committee meetings
- Work with incoming secretary to ensure smooth transition

HOW TO PREPARE

- Attend district assembly
- Work with outgoing secretary

RESOURCES & REFERENCE

- [Club Secretary's Manual](#)
- [Be a Vibrant Club: Your Club Leadership Plan](#)
- [Standard Rotary Club Constitution](#)
- [Recommended Rotary Club Bylaws](#)
- [Semiannual Report documents](#)

TOOLS

- [Update your membership information](#)
- Set and track goals in [Rotary Club Central](#)
- Check our [discussion groups](#)

ROTARY SUPPORT

INFORMATION ON YOUR ROLE

TREASURER

As club treasurer you play an important role in your club's ability to carry out service projects, fundraise, and support The Rotary Foundation.

WHAT YOU DO

- Manage club funds
- Collect and submit dues and fees
- Report on the state of your club's finances
- Work with The Rotary Foundation
- Help the club secretary and president prepare the semiannual report

Because the treasurer's responsibilities may vary according to local laws and cultural practices, please adapt the suggestions offered in the [Club Treasurer's Manual](#).

HOW TO PREPARE

- Work with outgoing treasurer to ensure a smooth transition
- Attend training at district assembly

RESOURCES & REFERENCE

- [Club Treasurer's Manual](#)
- [Be a Vibrant Club: Your Club Leadership Plan](#)

TOOLS

- Track club goals and contributions in [Rotary Club Central](#)
- [View daily club balance](#)
- Check our [discussion groups](#)

ROTARY SUPPORT



INFORMATION ON YOUR ROLE

CLUB COMMITTEE

As a club committee member you help make your club a successful, thriving, and fun place. Whether you have been appointed as a committee chair or serve as a committee member, you can help your club improve your communities and develop leaders.

WHAT YOU DO

A club committee chair:

- Oversees committee functions
- Convenes regular committee meetings and activities
- Supervises and coordinates the committee's work
- Reports activities to club board

RECOMMENDED CLUB COMMITTEES

- Club administration
- Public relations
- Membership
- Service projects
- The Rotary Foundation

RESOURCES & REFERENCE

- [Club Administration Committee Manual](#)
- [Club Public Relations Committee Manual](#)
- [Club Membership Committee Manual](#)
- [Club Service Projects Committee Manual](#)
- [Club Rotary Foundation Committee Manual](#)
- [Club committee structure](#)

ROTARY SUPPORT

- Outgoing committee chairs and members
- Assistant governor
- District committees

CLUB ADMINISTRATION



My
Rotary

Exchange
Ideas

Take
Action

Learning
& Reference

Manage

The Rotary
Foundation

Member
News

CLUB & DISTRICT ADMINISTRATION

Club Administration

District Administration

Contributions

Reports

TOOLS

Community Marketplace

RSS Feeds

Mobile Apps

Member Data Integration

BRAND CENTER

Our Story

Guidelines

Logos

Materials

Ads

Images & Video

Strengthening Rotary Resources

PRODUCTS & LITERATURE

Shop

Licensed Vendors

Special Offers

TRAVEL & EXPENSES



Our Story

Guidelines

Logos

Materials

Ads

Images & Video

ROTARY LOGOS

CLUB LOGO TEMPLATE

PROGRAM LOGOS

THEME LOGOS

MORE LOGOS & GRAPHICS



ROTARY LOGOS

Incorporate Rotary's logo into your club or district communications.

VIEW



CLUB LOGO TEMPLATE

Create your own Rotary club or district logo.

VIEW



PROGRAM LOGOS

Use logos and graphics to promote Rotary's programs, including Rotaract and Interact.

VIEW

[Go to messages >](#)

ANNOUNCEMENTS

[New sites released for 2014](#)

24-Jan-2014

[Use Firefox or Internet Explorer to run reports](#)

23-Jan-2014

['Light Up Rotary' with 2014 International Assembly resources](#)

23-Jan-2014

[See more >](#)

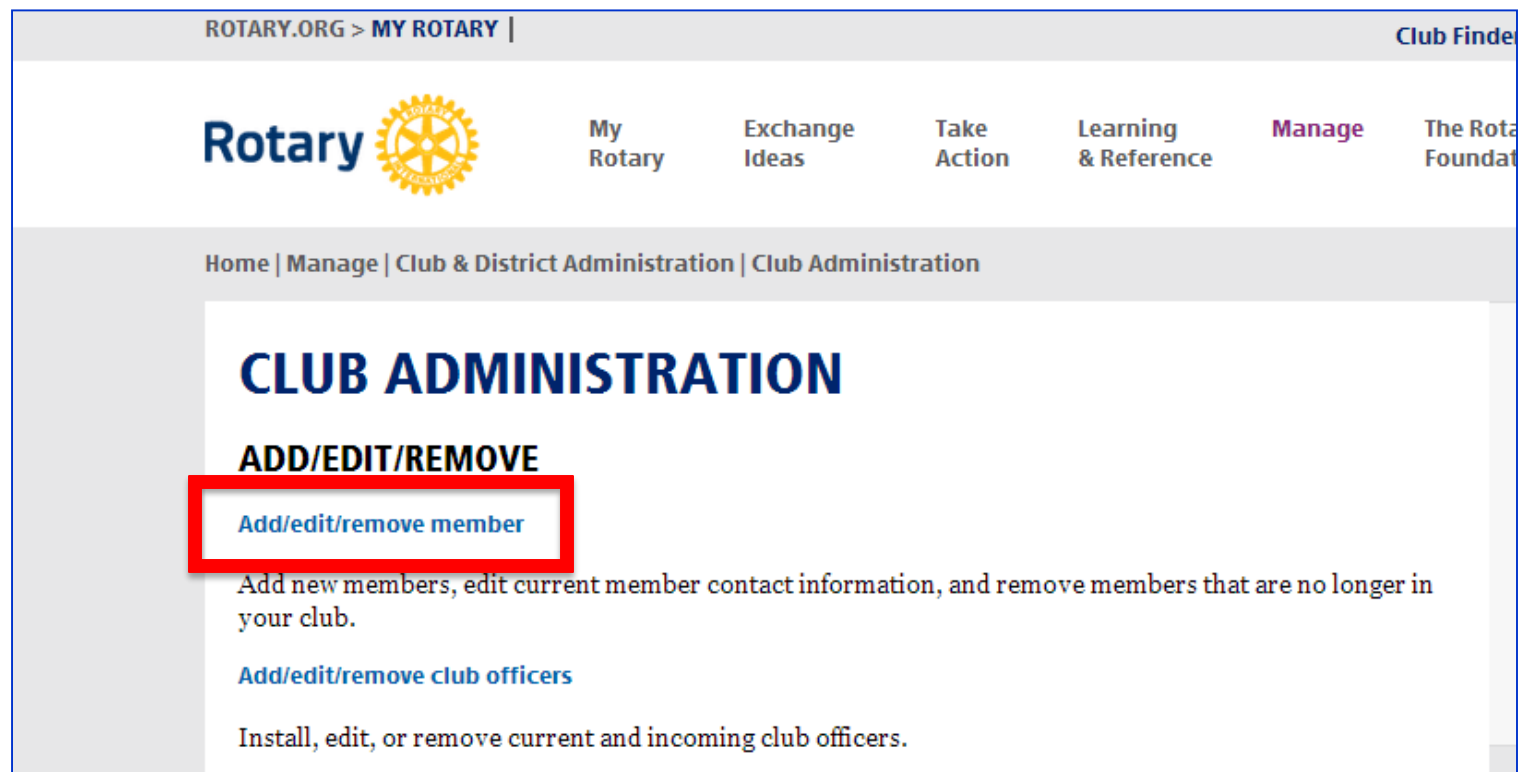
rotary.org/myrotary/manage

CLUB ADMINISTRATION


- Add or terminate a member
- Update club data including reporting incoming officers
- Pay and view outstanding RI dues
- Rotary Club Central

CLUB ADMINISTRATION

Add or terminate a member



ROTARY.ORG > MY ROTARY | Club Finder

Rotary  My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation

Home | Manage | Club & District Administration | Club Administration

CLUB ADMINISTRATION

ADD/EDIT/REMOVE

[Add/edit/remove member](#)

Add new members, edit current member contact information, and remove members that are no longer in your club.

[Add/edit/remove club officers](#)

Install, edit, or remove current and incoming club officers.

Edit contact details

View and pay semi annual report (SAR)

SEMIANNUAL DUES (SAR)

[Pay semiannual dues](#)

Pay your club's semiannual dues with a credit card.

[Semiannual dues invoice](#)

Download your semiannual dues invoice.

[SAR worksheet](#)

Download a worksheet that will help you calculate the amount of your semiannual dues.

[Edit SAR preferences](#)

Choose not to receive a paper copy of your semiannual report. You will still receive the digital version via email and can also access it online.

[About membership dues](#)

Get information how to pay Rotary membership dues, the semiannual report mailing, payment methods, invoice adjustments and what to do about outstanding dues.

[SAR membership list](#)

Download your semiannual report membership list.

View and pay semi annual report (SAR)

Rotary Club Of

Account Overview

As of 02 February 2014

Please select the items you wish to pay, select your payment currency (if you wish to change your default), and select Continue to payment page to enter your credit card information.

	Item Number	Item Date	Item Description	Local Amount - Philippine Peso	USD Amount
<input checked="" type="checkbox"/>	SAR-0000907690	01-Jul-2010	Semiannual Dues	1437.04	32.66
<input checked="" type="checkbox"/>	SAR-0001266981	01-Jan-2014	Semiannual Dues	15158.00	344.50
			Outstanding Balance	16595.04	377.16

Payment Currency

US Dollar ▼

Payment Amount

377.16

USD equivalent

377.16

[Continue to payment page](#)

Current RI Exchange Rate per USD

44

Semi Annual Dues Membership List

[Print The Membership List](#)

[Current Semiannual Report \(SAR\) Documents](#)

Membership updated after 1 December or 1 June will not be reflected in the January or July Semi-Annual Report respectively.

***Please note: To adjust your club's S.A.R. billing and also to satisfy the S.A.R. submission requirement click on data@rotary.org to confirm the number of members and subscriptions for which you are paying.

Totals may not tie exactly due to exchange rate fluctuations.

Semi Annual Dues Download

[Download Current Period SAR Package](#)

Dues are calculated based on RI membership information as of 1 June and 1 December.

Rotary Club Central

REPORTS

Daily club balance report

This report provides an overview how much your club owes in in semi-annual dues and associated International fees.

Review member data - Club level

Access a complete list of your club's members. This list also includes a history of previous members who are no longer in your club.

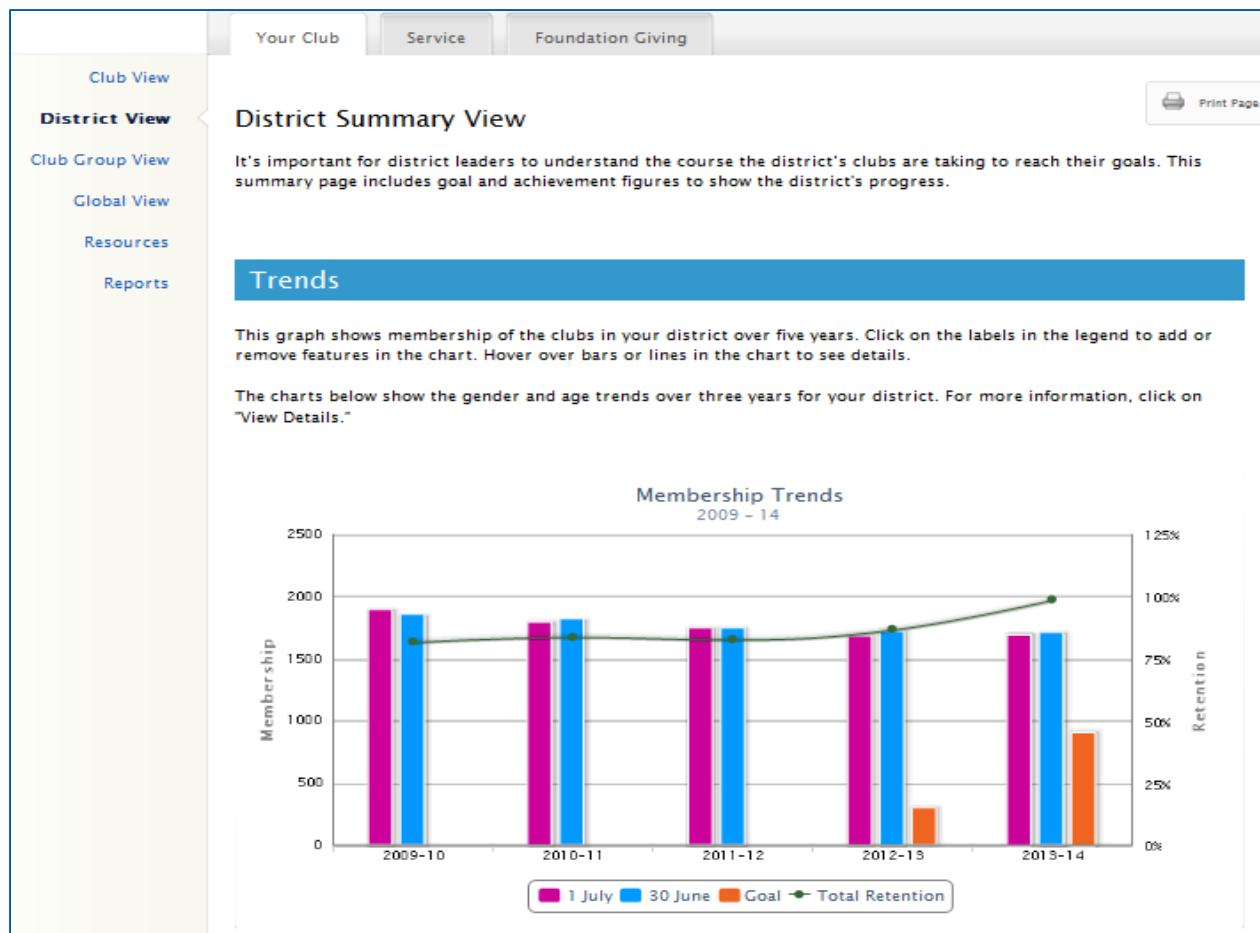
Rotary Club Central

Rotary Club Central includes charts that track membership retention and Annual Fund giving over five years. District leaders can view a summary of club progress.

View Rotaract membership

Access an overview of the membership of the Rotaract club(s) that are sponsored by your club.

Rotary Club Central



ROTARY CLUB CENTRAL – A SNAP SHOT – YOUR CLUB

Membership Trends

YEAR 2013-14 ▼

2013-14

50 1 JULY	63 30 JUNE	52 GOAL	95% TOTAL RETENTION
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Gender Trends ?

	2011-12 TOTAL	2012-13 TOTAL	2013-14 YEAR TO DATE
Male	23% (11)	26% (13)	25% (16)
Female	77% (36)	74% (37)	75% (47)
Unreported	0% (0)	0% (0)	0% (0)

Age Trends ?

	2011-12 TOTAL	2012-13 TOTAL	2013-14 YEAR TO DATE
29 and under	0% (0)	0% (0)	2% (1)
30 - 39	0% (0)	0% (0)	0% (0)
40 - 49	0% (0)	0% (0)	2% (1)
50 - 59	2% (1)	2% (1)	19% (12)
60 - 69	6% (3)	6% (3)	8% (5)
70 and over	0% (0)	0% (0)	0% (0)
Unreported	91% (43)	92% (46)	70% (44)

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

2012-13

2013-14

2014-15

Membership Retention ?

50 1 JULY 2013	— 30 JUNE 2015 GOAL TOTAL	63 2014-15 YEAR TO DATE
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	30 JUNE PRIOR YEAR	2014-15 MEMBER GOAL	2014-15 RETENTION GOAL
Existing members retained	50	—	%
New members retained	16	—	%

Rotarian Engagement ?

63 2013-14 YEAR TO DATE	— 2014-15 GOAL	— 2014-15 YEAR TO DATE
-------------------------------	----------------------	------------------------------

	2013-14 YEAR TO DATE	2014-15 GOAL	2014-15 YEAR TO DATE
Members in club roles	45	—	—

SETTING AND EDITING GOALS

View

View


View

Clubs

View

ources

ports

Rotarian Engagement 

These goals are ways members can stay involved. Enter the number or the percentage of members involved in club activities.

Please note, the last goal, "Total number of members engaged," indicates the number of Rotarians in your club who participate in at least one of the listed activities.

Set and Edit Your Goals

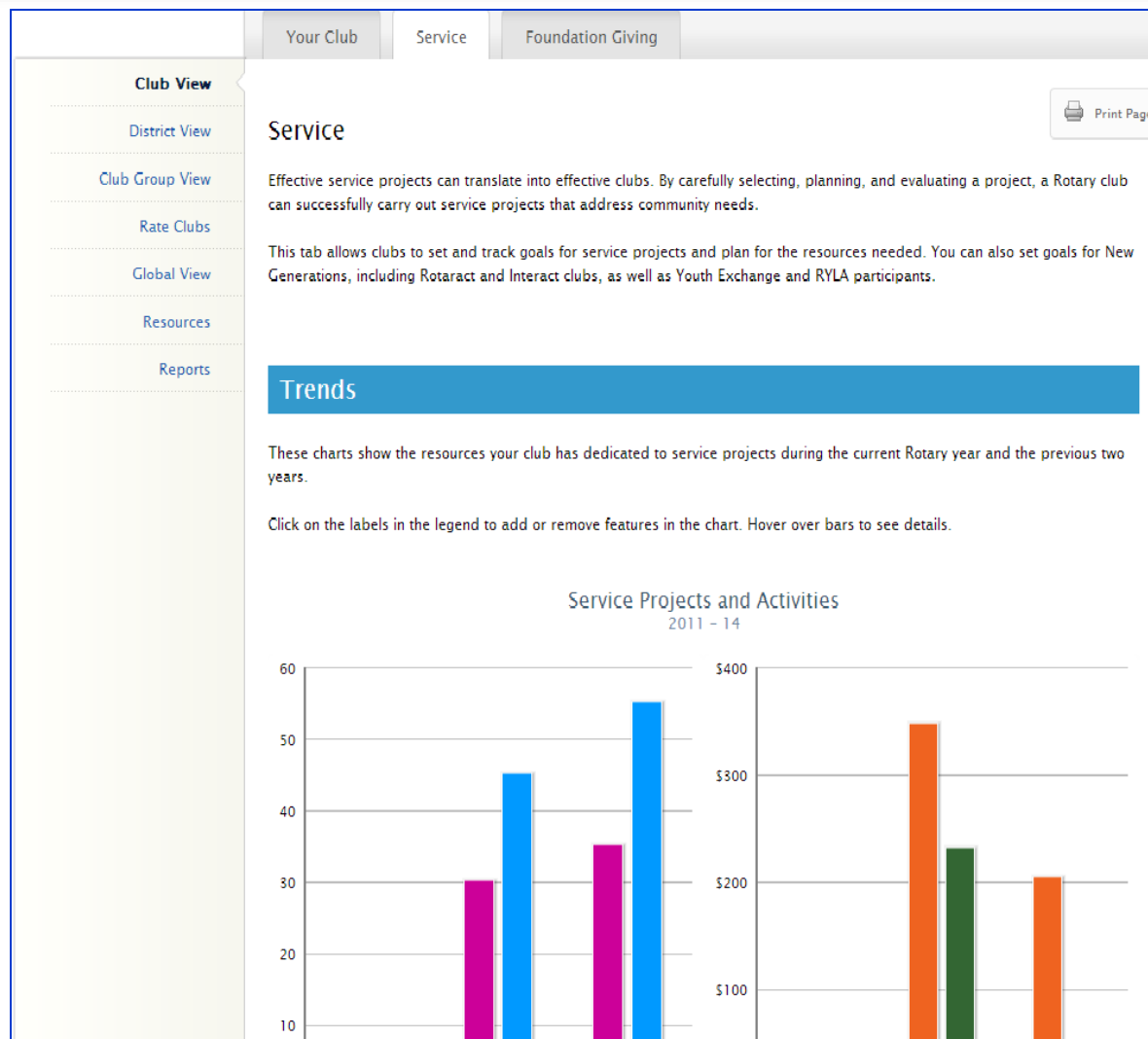
	PREVIOUS YEAR	MEMBERS	PERCENTAGE	GOAL TOTAL
Members in club roles	45	63	<input type="text" value="20"/> %	<input type="text" value="13"/>
Achievement				<input type="text" value="-"/>
Members participating in club service activities	35	63	<input type="text"/> %	<input type="text" value="-"/>
Achievement				<input type="text" value="-"/>
Members participating in club social activities	45	63	<input type="text"/> %	<input type="text" value="-"/>
Achievement				<input type="text" value="-"/>
Members sponsoring new Rotarians	3	63	<input type="text"/> %	<input type="text" value="-"/>
Achievement				<input type="text" value="-"/>

Save

Clear all

Cancel

ROTARY CLUB CENTRAL – A SNAP SHOT – SERVICE



ROTARY CLUB CENTRAL: SERVICE

2012-13

2013-14

2014-15

Service Projects and Activities

 EDIT

—
2013-14
YEAR TO DATE

—
2014-15
GOAL

—
2014-15
YEAR TO DATE

New Generations Clubs

 EDIT

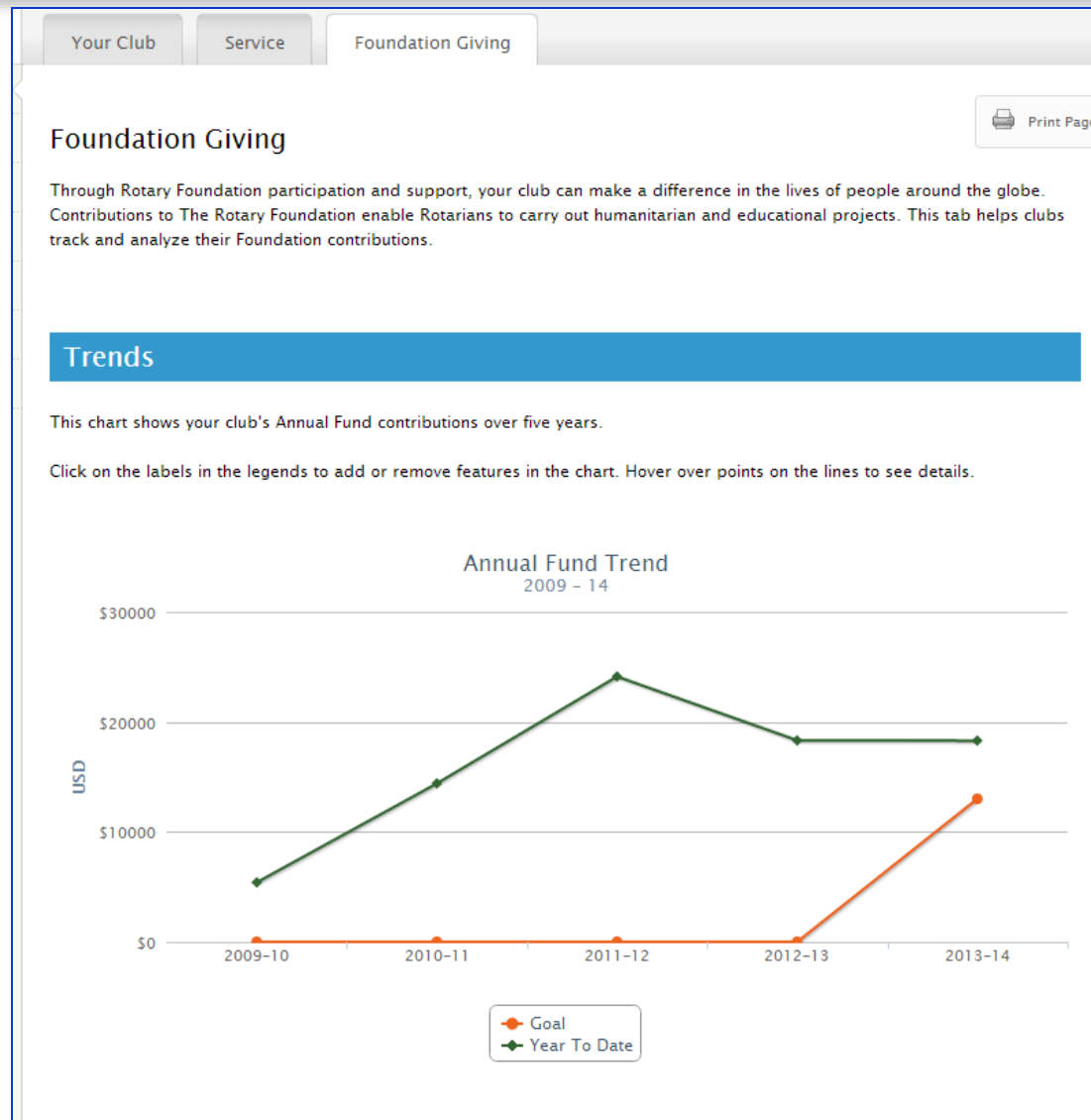
	2013-14 YEAR TO DATE	2014-15 GOAL	2014-15 YEAR TO DATE
Number of Rotaract clubs	6	—	0
Number of Interact clubs	4	—	0

New Generations Participants

 EDIT

	2013-14 YEAR TO DATE	2014-15 GOAL	2014-15 YEAR TO DATE
Number of inbound Youth Exchange students	0	—	0
Number of outbound Youth Exchange students	0	—	0

ROTARY CLUB CENTRAL : A SNAPSHOT – FOUNDATION GIVING



ROTARY CLUB CENTRAL : A SNAPSHOT – FOUNDATION GIVING Updates

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

2012-13

2013-14

2014-15



Annual Fund

 EDIT

18300 USD

2013-14
YEAR TO DATE

– USD

2014-15
GOAL

0 USD

2014-15
YEAR TO DATE

	2013-14 YEAR TO DATE	2014-15 GOAL	5-YEAR HIGH
Paul Harris Society	11090 USD	– USD	20200 USD
Sustaining Members	1840 USD	– USD	4900 USD
Every Rotarian, Every Year	0 USD	– USD	120 USD
Other Contributions	5370 USD	– USD	5370 USD

PolioPlus Fund

 EDIT

ROTARY CLUB CENTRAL



Centralizes information



Eliminates paper forms



Fosters continuity in leadership



Enable clubs to track their progress



Creates transparency



Showcases the important work that Rotary clubs do worldwide

RELEVANT DOCUMENTS AVAILABLE ON LINE

- 2013 Manual of Procedure
- Rotary Code of Policies
- Standard Rotary Club Constitution
- Recommended Rotary Club Bylaws

Learning
& Reference

POLICIES & PROCEDURES

Governance Documents

Council on Legislation

ROTARY CODE OF POLICIES

June 2013

(Containing Board Decisions Through January 2013)

Rotary



2013 MANUAL OF PROCEDURE

*A Rotary® Policy
Reference Guide*

INCLUDING:

Rotary International Constitutional Documents

• Constitution of Rotary International

• Bylaws of Rotary International

• Standard Rotary Club Constitution

Other Legal Documents

• Recommended Rotary Club Bylaws

• Bylaws of The Rotary Foundation of Rotary International

• Articles of Incorporation of The Rotary Foundation (partial)

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1560 Sherman Avenue
Evanston, IL 60201-3098 USA

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RELEVANT DOCUMENTS

■ 2013-14 Official Directory

Learning
& Reference

ABOUT ROTARY

Our Priorities

Our Structure

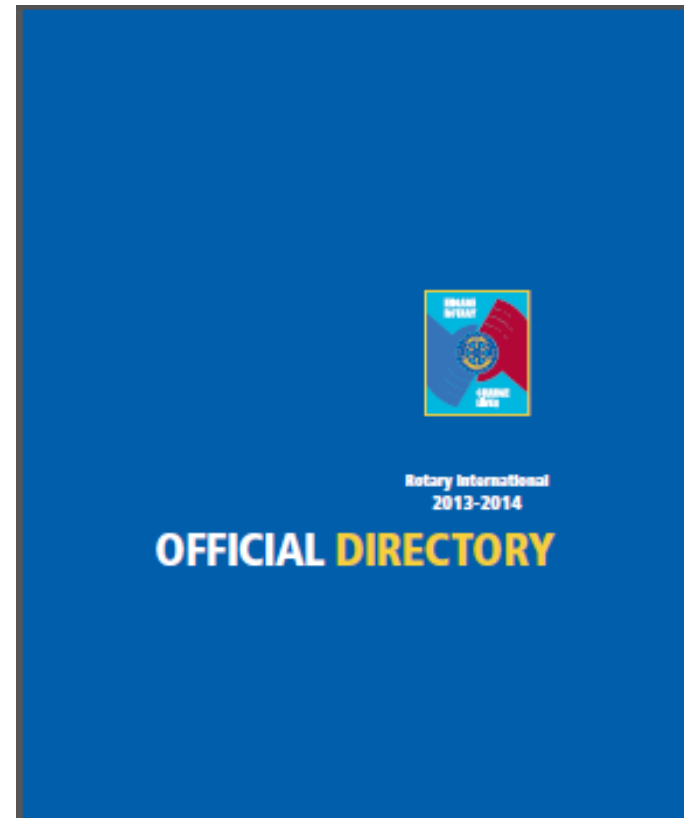
Leadership

Our Partners

History

Financials

Official Directory



RELEVANT DOCUMENTS

■ Publications

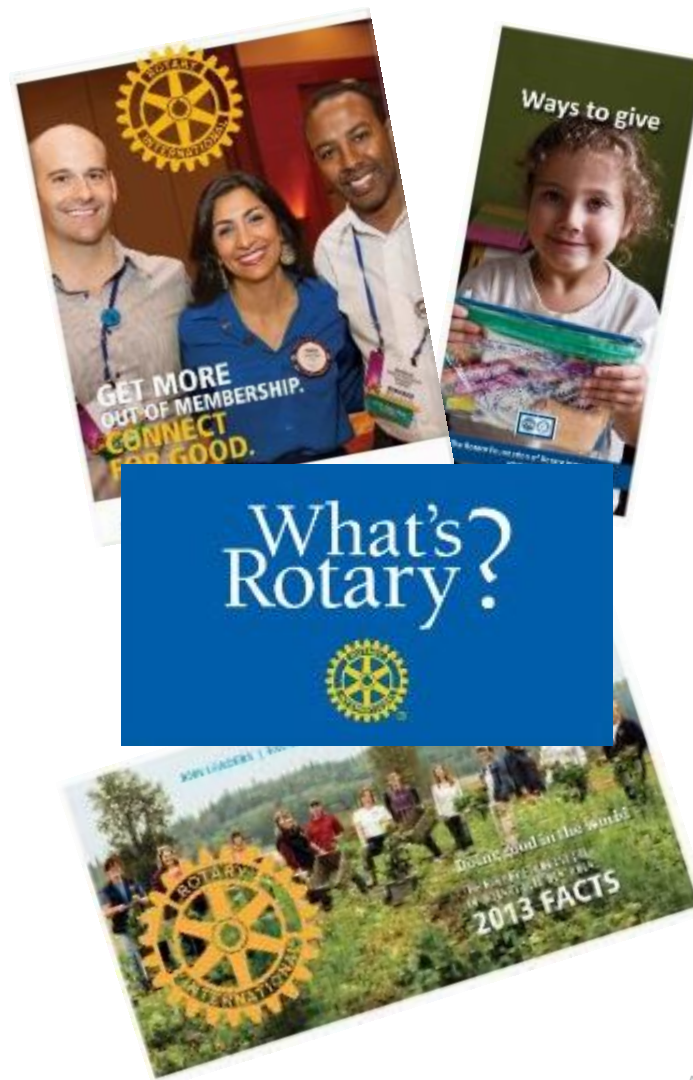
Manage

PRODUCTS & LITERATURE

Shop

Licensed Vendors

Special Offers



VISUAL IDENTITY: Rotary Brand Centre



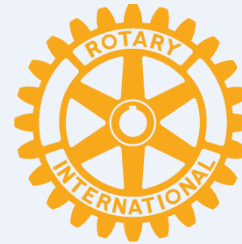
ROTARY
BRAND
CENTER

WHAT CAN YOU DO IN THE BRAND CENTRE

- Download Rotary logos
- Create your Rotary club logo
- Customize a Rotary club brochure
- Download Rotary letterhead
- Download advertisements for broadcast, print, and outdoor media
- Download videos for online, meetings, presentations, and television
- Download PowerPoint templates
- Download newsletter and press release templates
- Download and create an event flier

EXAMPLES OF CORRECT USE

Rotary
Club of Hamilton



Rotary
Club of Dee Why Warringah



EVENT GRAPHIC

**Can
Regatta**

Rotary
Club of Dee Why Warringah



**CAN
REGATTA**

CORRECT USE OF THE NEW ROTARY BRAND



CLUB PREPARATIONS

- Presidents elect chosen
- Current officers must enter in My Rotary
- PE can then add other officers and add goals
- Any changes must be kept up to date
- February-April 2014: PE set goals for coming year
- 1 May 2014: The Rotary Foundation goals deadline
- 1 June 2014: membership goal deadline
- May 2015: finalize club achievements

YOUR ROTARY RESOURCE IS HERE TO HELP YOU



Email: risspo@rotary.org

Phone: +61 2 8894 9800

Web: www.rotary.org.au