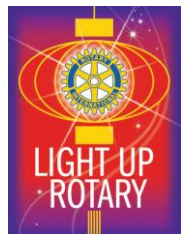


Club secretary



Handy reference guide



Club details

Address

RI Number:

Certificate of incorporation

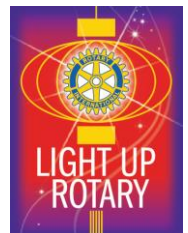
Charitable fundraising authority

expiry date

Public Officer

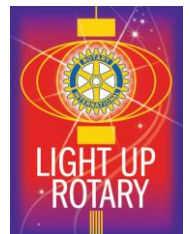
Club ABN

Tax file number



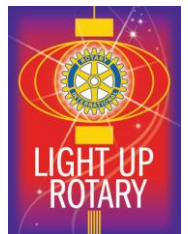
Your first week

- ☐ Hold discussion with president and club admin director and define your role
- ☐ Be familiar with club constitution and by-laws
- ☐ Meet outgoing club secretary for handover of records and to treasurer for banking details and child protection records of registration
- ☐ Ensure all incoming board members have manuals, club constitution/by-laws etc
- ☐ Have a combined board meeting
- ☐ Form a strategic plan
- ☐ Check certificate of incorporation/ authority to fundraise/ certificate of currency
- ☐ Membership details, club executive details , time and place of meeting accurate on club runner



Your first week cont.

- ☐ Payment of half yearly dues
- ☐ Complete A9 form from Department of Fair Trading if accepting position of public officer
- ☐ Board meeting minute noting change in signatories for club account
- ☐ Your authority with bank to be a signatory
- ☐ Assets register - Check club property/equipment and repairs needed
- ☐ Download manual of procedures from RI
- ☐ Check your PO Box, renew rental and collect keys
- ☐ Email address –generic club emails transfer
- ☐ Child protection forms – who is responsible
- ☐ Risk management – what forms do you use



Board Meetings

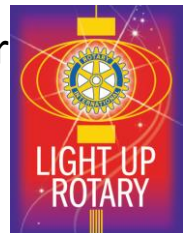
- ☐ Notice of meeting
- ☐ Send out last meeting's minutes
- ☐ Collect reports from directors
- ☐ Set agenda
- ☐ Confirm minutes signed by president and secretary and dated of previous meeting
- ☐ Take minutes
- ☐ Send out draft minutes
- ☐ Compose report for all club members
- ☐ Confirm minutes signed by president and dated at next meeting



AGM

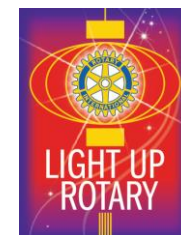


1. AGM must be held before 31 December
2. Issue notice of meeting one month in advance Include nomination forms for board positions and information about proxy procedures
3. Notification of any resolutions or proposed changes to by-laws
4. Distribute last year's minutes
5. Ensure audit report is presented
6. Collect and collate nomination forms. Appoint a returning officer for the meeting
7. Authorise last year's minutes when they have been accepted
8. Copy of annual report presented by previous president
9. Record minutes of meeting
10. Complete Form A12 annual return to Department of Fair Trading (or ensure treasurer has completed this)



Membership

1. Written application from proposer to board through secretary
2. Board acceptance and classification of new member confirmed (within 30 days)
3. Proposer is informed of board acceptance
4. Fireside chat, membership card signed giving permission to circulate name
5. Circulate name to all members for their assent, written objections within 7 days
6. Personal details of new member taken, birthday, anniversary, spouse name etc
7. Acceptance by club members -10 days notice to object
8. Membership fee paid
9. Items for induction –RDU New member kit, Rotary pin, induction wording
10. Club history, club constitution and by-laws
11. Child protection registration
12. Dinner badge for member and for spouse
13. Assign mentor, assign to a committee
14. Register on Club Runner
15. Enter name and address on club distribution list
16. Enter membership details in club history



Records

What records?

Roles members have filled in the club

PHF awardees

Club projects/achievements

Annual reports

Fundraising history

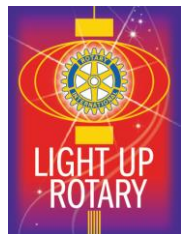
Members details – birthdays, anniversaries, Rotary anniversary

Club foundation history – charter details

Rotary alumni –participants in RYLA, RYPEN, MUNA, youth exchange, GSE team

members, any peace scholars from your club, contacts made when doing a project,

local supporters, pride of workmanship recipients, apprenticeship awardees



How do you store these?

District website has section for club history

On your club website, your own computer, drop box in iCloud, Google Docs, DRIVEPOP, ZipCloud....

What use does your club make of these records?

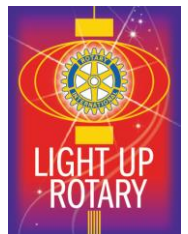
Anniversary events need information

At changeover

Membership drives

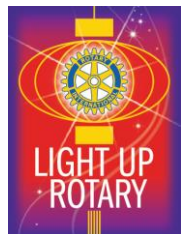
Every project

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Formats

1. Club letterhead - [download](#)
2. Board meeting agenda
3. Board meeting minutes – standard format with names of directors listed at the beginning , items numbered, moved and seconder recorded - [download](#)
4. Board reports from directors - [download](#)
5. AGM nomination for position on the board - [download](#)
6. Set up email cache to your board, to your club members
7. Membership list –details for all members
8. Risk management – from District website
9. Club calendar
10. Request for payment – you or your treasurer



References

District 9685 information www.rotarydistrict9685.org.au

Les Walsh les@leswalsh.com.au

District directory and link to all avenues of service

www.rotarydistrict9685.org.au/Page/district-directory

Form A12 Annual summary of financial affairs NSW Department of Fair Trading

Form A9 registering change for Public Officer NSW Department of Fair Trading

Charitable fundraising application form NSW Office of Liquor Gaming & Racing

Certificate of Incorporation Corporate Affairs Commission of NSW

Certificate of Currency George Condell district insurance officer

districtinsurance@rotarydistrict9685.org.au

Dues:

RI Dues: 1 July, 1 January SARS pack sent to club. Send to PO Box 1415 Parramatta

District Dues: email advice, return to District Treasurer

at PO Box 143 Pennant Hills NSW 1715

RDU : July, January, invoice sent. Return to RDU PO Box 779 Parramatta 2124

RDU merchandise www.rdushop.com.au PO Box 244 Toongabbie 2146

