



## DISTRICT ASSEMBLY 2015-16

**Rotary**  
District 9685



Be a gift to the world



# INTRODUCTION

John Steel  
District Secretary



# CLUB

# SECRETARY



# ROLE

- The **SECRETARY'S** primary role is to help the Club and the President function effectively
- As Club **SECRETARY** you have responsibility for the effective administration of your Club



# CLUB DETAILS

- Address:
- RI Number:
- Certificate of Incorporation:
- Charitable fundraising authority:                      Expiry date:
- Public Officer:
- ABN:                                              Tax file number:
- Endorsement as a Deductible Gift recipient:



# RESPONSIBILITIES

- COMPLIANCE
- MEMBERSHIP
- MEETINGS
- ATTENDANCE
- CLUB CHANGEOVER
- DISTRICT CONFERENCE
- ROTARY FOUNDATION
- OTHER



# COMPLIANCE

- Standard Rotary Club Constitution
- Recommended Rotary Club By-Laws
- Club Secretary's Manual
- Associations Incorporation Act 2009
- Charitable Fundraising Act 1991
- NSW Office of Fair Trading
- NSW Office of the Children's Guardian
- Other (Asset Register, Insurance, Privacy)



# MEMBERSHIP

- Maintenance of membership Records
- Processing new member Applications
- Reporting new members, terminations and other changes to membership
- Working with Club Leaders
- Semi-Annual Report (SAR or SARS)
- My Rotary
- District Website





# MEETINGS

- Weekly Meetings
- Board Meetings/Committee Meetings
- Club Assembly
- District Governor's official visit
- Annual General Meeting
- Annual Return
- District Conference
- International Meetings (RI Convention, Council on Legislation)



# CALENDAR

## **April-June before taking office**

- Meet with the President Elect and outgoing Secretary.
- Attend the District Assembly.
- Attend monthly Board meeting.
- Ensure important documents – Constitution and By-Laws of the club, minute book, returns to State Government departments are turned over to you by your successor.
- Ensure all member records and details are current.



# CALENDAR

## July

- Take office and assume official duties.
- Register with My Rotary on the RI web site -[www.rotary.org](http://www.rotary.org).
- Obtain all club records from the outgoing Secretary and take custody of club property.
- Check that club holds a current Authority to Fundraise.
- Semi-Annual Report - dues to be paid.
- Prepare for first Board meeting.
- If there is a change in the Public Officer, notify Dept Fair Trading (Form 9).
- Report the club's attendance statistics immediately after the last meeting of the month.



# CALENDAR

## August

- Prepare Agenda for Board Meeting.
- Is preparation of Annual Accounts in hand?
- Report the club's attendance statistics immediately after the last meeting of the month.

## September

- Prepare Agenda for Board Meeting.
- District Secretary will ask for any proposed resolutions to be considered at District Conference.
- Report the club's attendance statistics immediately after the last meeting of the month.



# CALENDAR

## October

- Prepare Agenda for Board Meeting.
- Report the club's attendance statistics immediately after the last meeting of the month.

## November

- Announce date of club elections and Annual Meeting – one month's notice required.
- In accordance with the club's By Laws, call for nominations for the office bearers to be elected at the Annual Meeting.
- Forms will be forwarded by RI for completion following election. RDU will forward half yearly kit – process and return.



# CALENDAR

## November

- Audit must be completed prior to Annual Meeting.
- District Secretary will call for nominations for the position of Zone Representative on the Nominating Committee to elect the DG.
- Prepare Agenda for Board Meeting.
- Report the club's attendance statistics immediately after the last meeting of the month.



# CALENDAR

## December

- Prepare for and assist with the Annual General Meeting and club elections to be held by 31 December.
- Completed forms relating to election of directors and office bearers to be returned and ClubRunner updated.
- Complete Form A12 (Annual Return) and forward to Department of Fair Trading within 1 month of holding the AGM.
- Prepare Agenda for Board Meeting and AGM.
- Report the club's attendance statistics immediately after the last meeting of the month.



# CALENDAR

## January

- Check that information on elected officers has been given to both RI and District Secretary in the appropriate format.
- Complete credential certificate for voting at the District Conference.
- Semi-Annual Report - dues to be paid.
- Report the club's attendance statistics immediately after the last meeting of the month.

## February

- If your club has decided to propose one of its members as a governor-nominee candidate, send the resolution supporting the decision and the district governor-nominee data form to the district nominating committee.





# CALENDAR

## February

- Advise District Secretary of any changes to elected officers for the coming year.
- Prepare Agenda for Board Meeting.
- Report the club's attendance statistics immediately after the last meeting of the month.



# CALENDAR

## March

- Prepare Agenda for Board Meeting.
- Advise District Secretary of any changes to elected officers for the coming year.
- Report the club's attendance statistics immediately after the last meeting of the month.
- Prepare submissions for District Awards.



# CALENDAR

## April

- Begin briefing your successor so he or she will be ready to assume responsibilities on 1 July.
- Prepare credentials for delegates to the RI Convention.

## May

- Update your club's membership list in ClubRunner to ensure a correct Semi-Annual Report.

## June

- Prepare your Annual report to the club.
- Meet with your successor, and turn over all club records and property.



# ATTENDANCE

- Monthly Attendance Reports
- Recording club Attendance
- Active and Inactive members
- Make-ups
- Annual Report
- Club Changeover



# THE ROTARY FOUNDATION

- Club Recognition Summary (CRS)
- Paul Harris Fellows (PHF)
- Paul Harris Society (PHS)
- Major Donors
- Benefactors
- Bequest Society
- Rotarian and non-Rotarian donors



# USEFUL CONTACTS

District 9685 general information: [www.rotarydistrict9685.org.au](http://www.rotarydistrict9685.org.au)

Les Walsh: [les.k.walsh@gmail.com](mailto:les.k.walsh@gmail.com)

District directory and link to all avenues of service: [www.rotarydistrict9685.org.au/Page/district-directory](http://www.rotarydistrict9685.org.au/Page/district-directory)

Form A12, Form A9: NSW Department of Fair Trading - [www.fairtrading.gov.nsw.au](http://www.fairtrading.gov.nsw.au)

Charitable fundraising application form: NSW Office of Liquor Gaming & Racing - [www.olgr.nsw.gov.au/charitable](http://www.olgr.nsw.gov.au/charitable)

Certificate of Incorporation: Corporate Affairs Commission of NSW – [www.asic.gov.au](http://www.asic.gov.au)

Insurance: Certificate of Currency - George Condell district insurance officer  
[districtinsuranceofficer@rotarydistrict9685.org.au](mailto:districtinsuranceofficer@rotarydistrict9685.org.au)

RI Dues: 1 July, 1 January SARS [Semi-Annual Report] invoice sent to club (now includes RDU magazine subs\* & Rotarian International subs).

Send to PO Box 1415 Parramatta - [risppo@rotary.org](mailto:risppo@rotary.org) [Rotary International South Pacific and Philippines Office]

\*Currently under discussion – may be changed for July SARS invoice

District Dues: email advice, return to District Treasurer at PO Box 143 Pennant Hills NSW 1715

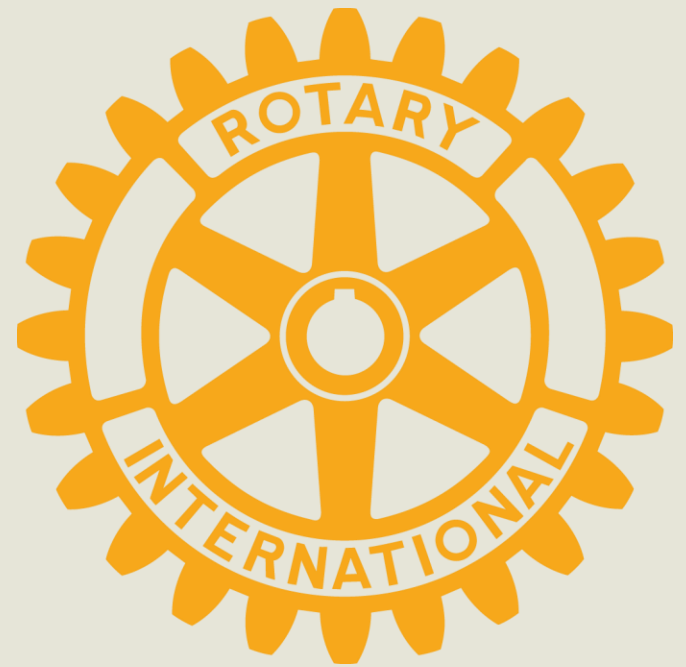
RDU merchandise: [www.rdushop.com.au](http://www.rdushop.com.au) PO Box 244 Toongabbie 2146

Address: Unit 16, 45 Powers Road, Seven Hills 2146

Working With Children: Andrew Newman - [Andrew.Newman@det.nsw.edu.au](mailto:Andrew.Newman@det.nsw.edu.au) Ph 0407134394

John Wakefield OAM PDG - [hensonb@bigpopnd.net.au](mailto:hensonb@bigpopnd.net.au)





Thank you for attending

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