

DISTRICT ASSEMBLY 2016







INTRODUCTION

John Steel
District Secretary



CLUB SECRETARY



ROLE

- ➤ YOUR JOB as Club SECRETARY 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**



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.



July

Rotary

- ➤ Take office and assume official duties.
- ➤ Register with My Rotary on the RI web site -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.

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.



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.
- ➤ Audit must be completed prior to Annual Meeting.



November

- ➤ 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.



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.



January

- ➤ Check that information on elected officers has been entered in ClubRunner, 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.



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.



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.



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.



COMPLIANCE

- ➤ Standard Rotary Club Constitution
- ➤ Recommended Rotary Club By-Laws
- ➤ Club Secretary's Manual "Lead Your Club" Secretary 2016-2019 Edition
- ➤ Associations Incorporation Act 2009
- ➤ Charitable Fundraising Act 1991
- ➤ NSW Office of Fair Trading
- ➤ NSW Office of the Children's Guardian
- ➤ Other (Asset Register, Risk Management, 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)

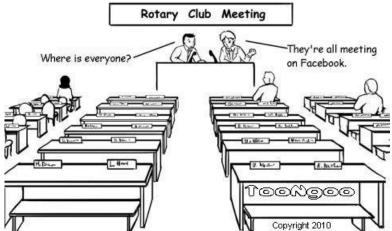




ATTENDANCE

- ➤ 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

Jade Catherall: jadecatherall@rotarydistrict9685.org.au

District directory and link to all avenues of service: www.rotarydistrict9685.org.au/Page/district-directory

Form A12, Form A9: NSW Department of Fair Trading - www.fairtrading.gov.nsw.au

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

Certificate of Incorporation: Corporate Affairs Commission of NSW – www.asic.gov.au

Insurance: Certificate of Currency - George Condell district insurance officer districtinsuranceofficer@rotarydistrict9685.org.au

Risk Management – John Collins – <u>jcollins@riskchase.com.au</u>

RI Dues: I July, 1 January SARS [Semi-Annual Report] invoice sent to club Send to PO Box 1415 Parramatta - risppo@rotary.org [Rotary International South Pacific and Philippines Office]

RDU Magazine – invoice sent to club. Send payment to PO Box 779 Parramatta 2124

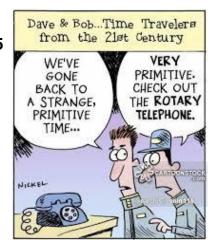
District Dues: email advice, return to District Treasurer at PO Box143 Pennant Hills NSW 1715

RDU merchandise: RDU Supplies - rdusupplies.com.au - PO Box 779 Parramatta 2124

Address: Level 3, 43 Hunter Street, Parramatta 2124

Working With Children: John Wakefield OAM PDG - hensonb@bigpopnd.net.au





PRESENTATIONS AVAILABLE ON-LINE

Today's presentations

are available on the
District 9685 website
Go to District > District Training > District Assembly
or:

assembly.rotarydistrict9685.org.au





YOUR EVALUATION



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on the District 9685 website

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Thank you for attending

