



## SECRETARIES 2017

**Rotary**  
District 9685



**ROTARY:  
MAKING A  
DIFFERENCE**



# INTRODUCTION

John Steel  
District Secretary 2017-18



**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



# JOB SPEC

- Attend the District Training Assembly and the District Conference
- Meet with the outgoing Secretary and receive club records
- Meet with the incoming Board of Directors
- Create a My Rotary account on Rotary.org (if you don't already have one)
- Update your club's records and member list on My Rotary as changes occur (not necessary if you do this on ClubRunner)
- Give the club Treasurer the club invoices due in January and July
- Serve on the club Board and club Administration committee
- Take Minutes at club Board meetings and club Assemblies
- Update club and officer information for the Official



# JOB SPEC

- Manage club correspondence, responding to emails and sending official notices and invitations
- Keep promotional items, name badges and other materials used at meetings and events
- Take attendance and submit monthly attendance reports to the District Governor (not required in D9685)
- Preserve your club's historical records
- Write an Annual report at the end of the Rotary year
- Assist the club President, Treasurer and Committees, as needed
- Meet with your successor and hand over club records



# 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



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

# CALENDAR

## 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.



# 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 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.



# 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.

# 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

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"I've asked Tom from the realism club to help us understand this."

# MEETINGS

- 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)



**“A motion has been made and seconded that this should be one of those meetings where nothing actually gets done.”**

# ATTENDANCE

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



# THE ROTARY FOUNDATION

➤ Club Recognition Summary (CRS)

➤ Centurion 

➤ 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)

Jade Catherall: [jadecatherall@gmail.com](mailto:jadecatherall@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.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

Charitable fundraising application form: NSW Department of Fair Trading – [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

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  
[georgec@sterlinginsurance.com.au](mailto:georgec@sterlinginsurance.com.au)

Risk Management – John Collins – [jcollins@riskchase.com.au](mailto:jcollins@riskchase.com.au)

RI Dues: 1 July, 1 January SARS [Semi-Annual Report] invoice sent to club  
Send to PO Box 1415 Parramatta - [risppo@rotary.org](mailto: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 Box 143 Pennant Hills NSW 1715

RDU merchandise: RDU Supplies - [rdusupplies.com.au](http://rdusupplies.com.au) - PO Box 779 Parramatta 2124  
Address: Level 3, 43 Hunter Street, Parramatta 2124

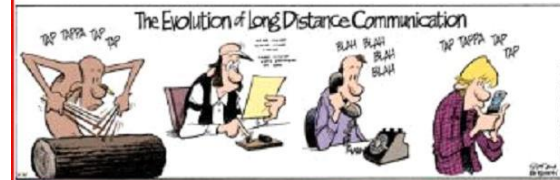
District Youth Protection (Working With Children) and Sexual Harassment Officer:  
PDG John Wakefield OAM – [hensonb@bigpond.net.au](mailto:hensonb@bigpond.net.au)

**Rotary**  
District 9685



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DIFFERENCE

## The Evolution of Mass Communication





# 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](http://assembly.rotarydistrict9685.org.au)**



## YOUR EVALUATION

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