



CLUB ADMINISTRATION 2018-19

Rotary
District 9685



BE THE INSPIRATION

WELCOME BACK

- This afternoon we shall be covering matters that are directly related to your Club Administration responsibilities



CLUB STRUCTURE

- Your Club has probably introduced the Club Leadership Plan with its recommended Board Structure similar to the following:
 - President;
 - Immediate Past President;
 - President-Elect;
 - Secretary;
 - Treasurer; and
 - Directors Club Administration, Public Relations, Membership, Projects and The Rotary Foundation



CLUB COMMITTEES

- Have you set up Club Committees?
- Does each members have at least one job?
- Are new members inducted into a Committee on joining?
- Is there a club Organisational Chart that shows who is in which committee?
- Are the Committee Chairs clearly identified?



CLUB ADMINISTRATION

- Club Calendar
- Weekly Meeting Program
- Member engagement, recording and reporting
- Meeting Management
- Club Communication
- Other Club activities



CLUB CALENDAR – DOES YOUR CLUB HAVE ONE?

- Necessary – not just nice to have.
- Identifies Rotary Months, guest speakers & topics, social and fellowship occasions.
- It allows members to plan their calendars.
- Gives partners an idea of which meeting they may like to attend – the more the merrier!
- Provides advanced information for guests and potential new members to be invited to interesting meetings.

WEEKLY MEETING PROGRAM

- The Club calendar identifies major activities.
- It sets the broad outline of events.
- The Weekly Meeting Program lays out the specifics of the meeting allowing all involved to know what to expect and when.



MEETING MANAGEMENT

- It is the tool by which the Administration Director and Sergeant-at-Arms assist the President to manage the timing and progress of the meeting.



- **Basic rules in addressing Rotary Officials:**
 - The current position takes precedence over past positions and past positions over future positions
 - The above rule goes for each level of seniority
 - Partners have the same status as the Rotarian
 - It is customary to address the Chairman of the meeting first.

MEETING MANAGEMENT - FLAGS

- The Australian National Flag (ANF) should be displayed only in a manner befitting the national emblem.
- It should always be flown aloft and free and should not be allowed to fall or lie upon the ground.
- The ANF should be raised at 0800 and lowered at sunset when flown outdoors.

MEETING MANAGEMENT – ANF AND HOUSE FLAGS

- When the Australian National Flag (ANF) is displayed with State or a house flag (i.e. RI or club flag) the Australian National Flag should be on the LEFT of the observer facing the flags.
- For more information go to:
 - www.australianflag.org.au/protocol.php

MEETING MANAGEMENT – TOASTS

- It is a club decision whether or not to have a toast and to whom or what.
- In Australia the standard form of loyal toast is: “*Her Majesty, The Queen of Australia*”.
- An approved alternative form of Loyal Toast is: “*The Queen and people of Australia*”
- A suggested alternative to the Loyal Toast is a toast to ourselves: “*Rotary International*”

- Reference in the RI Manual of Procedure is to “Invocations and Prayers”.
- RI does not require an invocation or prayer – it is a matter for local custom and culture.
- Each club being autonomous, it should be decided upon by the club members.

MEMBER ENGAGEMENT

- Offer opportunities for members to be engaged in all club and District activities.
- 100% attendance is no longer the norm.



KEEPING MEMBERS INFORMED

- Use communication tools such as:
 - Club Bulletin
 - Club Website
 - Club Facebook account

Remember that the D9685 and Rotary International websites are both excellent information sources/resources.

OTHER CLUB ACTIVITIES

- **Conference Chair**
- **Club Historian**
- **Club Property Manager**
- **Club Photographer**
- **Club Welfare Officer**

Q&A SESSION



D9685 ADMINISTRATION TEAM

- **Risk Management: John Collins** (Wahroonga)
 - email: jcollins@riskchase.com.au
- **Insurance: Bob Chary** (Castle Hill)
 - email: ra.chary@hotmail.com
- **Child Protection: John Wakefield** (Lower Blue)
 - email: hensonb@bigpond.net.au
- **Conflict Management: Geoffrey Glassock AM**
(Springwood) & **Dr John Keogh** (Lower Blue)
 - email (Geoffrey) : glassock@bigpond.net.au
 - email (John) : johnkeogh@internode.on.net

DISTRICT TRAINING ASSEMBLY DISCUSSION QUESTIONS



What are the responsibilities of the club administration committee and what are your responsibilities as chair?



What club goals are assigned to your committee?



What type of activities will you plan so that your members can socialize?



How can you keep your club meetings interesting and relevant?



How will your committee communicate news to its members and who will be responsible for this?



How can you keep your club connected with alumni?

**What will you delegate to
committee members and how
will you support them?**



Today's presentations

are available on the
District 9685 website

Go to *District* > *District Training* > *District Assembly*

or:

assembly.rotarydistrict9685.org.au