

BREAKOUT D : CLUB SECRETARIES



GINA GROWDEN
District Secretary



PROGRAM:

- **Roles & Responsibilities**
- **Compliance**
- **Communicating**
- **Meetings**
- **Protocols**
- **Resources**
- **Q & A**



An effective Club depends on an efficient Club Secretary



Your job is to
ensure the club
functions
effectively



ROLE OF SECRETARY

- Reporting
- Recording
- Record keeping
- Correspondence
- Compliance
- Communication
- Meeting procedures
- Collecting dues & submitting subscriptions



Compliance



- **Certificate of Incorporation**
- **Authority to Fundraise**
- **Semi Annual Returns**
- **Annual Return – Dept Fair Trading**
- **Child Protection Act**
- **Risk Management**



CERTIFICATE OF INCORPORATION

ASSOCIATIONS INCORPORATION ACT 1984

Section 10 (1)

NEW SOUTH WALES



CORPORATE AFFAIRS COMMISSION

CERTIFICATE OF INCORPORATION

Registered No: Y 12827-10

This is to certify that ROTARY CLUB OF TERRIGAL INCORPORATED

is organized from the SIXTH day of JANUARY, 1989

incorporated under the ASSOCIATIONS INCORPORATION ACT, 1984.

Given under the seal of the Corporate Affairs Commission at Sydney,

This SIXTH day of JANUARY, 1989



Chandana
A person authorized by the
Corporate Affairs Commission of New South Wales





FUNDRAISING AUTHORITY

Communities
Office of Liquor, Gaming & Racing

Charitable Fundraising Authority

Is your's current

Do you know where to go to
renew it?

This document certifies that

Rotary Club Of Temirgal Inc

holds a charitable fundraising authority under section 41 of the Charitable Fundraising Act 1991
subject to compliance with the Charitable Fundraising Regulations 2008 and the conditions
attached as Annexure A.

This authority is in force from 12/05/2011 until 11/05/2016 unless surrendered or revoked earlier. It is
not transferable.

By delegation from the Minister administering the *Charitable Fundraising Act 1991*

13/05/2011





Communities
Office of Liquor, Gaming & Racing

OFFICE USE ONLY

Application/Request No.	
Date Received	
Licence/Permit No.	

CHARITABLE FUNDRAISING APPLICATION FORM

INFORMATION FOR APPLICANTS

1. COMPLETE ALL QUESTIONS.
2. If information is missing, we can ask you to supply the required information and/or documentary evidence to support the application.
3. If you need more information about applying for a fundraising authority, go to www.olg.nsw.gov.au/charitable_hems.asp.
4. If you would help in conducting the application form, call (02) 5593 0066 or charity.inquiries@communities.nsw.gov.au.
5. Lodge this application form and any supporting documents by Post to:
NSW Office of Liquor, Gaming and Racing
GPO Box 7060, Sydney, NSW 2001
Delivery to:
NSW Office of Liquor, Gaming and Racing
Level 6, 313 Castlereagh Street, Haymarket, NSW 2000

PLEASE PRINT CLEARLY IN INK

PART 1. WHAT IS THIS APPLICATION FOR?

Tick one of the following:

NEW Authority to Fundraise <input type="checkbox"/>	RENEW existing Authority to Fundraise <input type="checkbox"/>	Existing CFN <input type="text"/>
---	--	-----------------------------------

PART 2. PROPOSED BENEFICIARY

The beneficiary is the person or organisation that will hold the authority to fundraise, if the application is approved.

For RENEWALS:

Do you need to update any of the following details that are currently held by us? If yes, provide new details.

2.1 Name of Proposed Beneficiary	<input type="text"/>
2.2 Trading Name of Proposed Beneficiary (If different to 2.1)	<input type="text"/>
2.3 ABN (if applicable)	<input type="text"/> <small>Australian Business Register (www.abr.business.gov.au)</small>

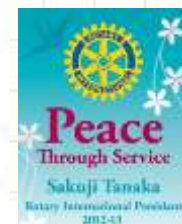
PART 2.3. BENEFICIARY DETAILS

For RENEWALS:

Do you need to update any of the following details that are currently held by us? If yes, provide new details.

2.3.1 Business Address (1)	Street		<input type="text"/>	
	Suburb/Town		<input type="text"/>	
	State/Country	Postcode		
	Business Telephone No.		Business Fax No.	
2.3.2 Contact Details	Email address <input type="text"/>			
	Web address <input type="text"/>			

(1) This is where your fundraising records are kept. It must be an address in NSW, unless we approve otherwise, and cannot be a PO box. Tick here ☐ if records will be kept outside NSW, and supply the new NSW address to us.



DUES

THREE DIFFERENT DUES

RI

DISTRICT

RDU

PAID SIX MONTHLY (SEMI
ANNUAL)

REMITTED TO DIFFERENT
ADDRESSES



RI DUES

Due 1st July
And 1st January

Pack sent from RI – includes

Membership list (for checking & updating)
Semi Annual Report Form to calculate your
dues – based on the number of members
previously advised

New Member form

List of Member Classifications



Remit to RI office at Parramatta
PO Box 1415 Parramatta

Payment is in **\$US** so you need to
convert to US dollars





NEW MEMBER FORM

(DATA NOT INCLUDED IN MEMBERSHIP LIST)

Please print

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

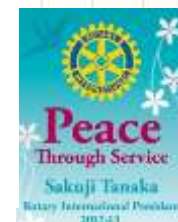
Title	First Name	M.I.	Surname
Mr. / Ms.			
Address			
City			
State / Prov.			
Country			
Postal Code			
Email			
Admission Date / Subscription	(dd/mm/yyyy)	Previously Reported?	Yes No TR RR ORM
Language Codes			
Kind of Member (choose one)	Active	Honorary	Special Subscription
Former Rotary Club	Club Name	Member #	
Former Rotary Foundation Alumnus?	If yes, what program:		

Please print

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

Title	First Name	M.I.	Surname
Mr. / Ms.			
Address			
City			
State / Prov.			
Country			
Postal Code			
Email			
Admission Date / Subscription	(dd/mm/yyyy)	Previously Reported?	Yes No TR RR ORM
Language Codes			
Kind of Member (choose one)	Active	Honorary	Special Subscription
Former Rotary Club	Club Name	Member #	
Former Rotary Foundation Alumnus?	If yes, what program:		

nm_en.pdf



JANUARY 2012

SEMIANNUAL REPORT (SAR) WORKSHEET

Recalculate your club's membership dues, magazine subscriptions, and other RI fees, and send this worksheet to your Rotary Office or the address on page one of your SAR. **Note:** If you used the online process, you are not required to submit this form.

Rotary club of (name) _____

Membership

1.	Enter the total number of active members from the club list provided by RI	
2.	Enter the number of members terminated before 1 January 2012	
3.	Enter the number of new members admitted before 1 January 2012 (Use a New Member Form for each new member or submit new members online.)	
4.	Calculate the club's total membership (line 1, minus line 2, plus line 3)	

Magazine

5.	Total number of <i>The Rotarian</i> subscriptions: _____ club members plus _____ others paid by club	TR-
6.	Total number of subscriptions to <i>Revista Rotaria</i> :	RR-

Semiannual Dues

7.	Calculate semiannual dues at US\$25.50 multiplied by line 4 (Clubs with fewer than 10 members must pay for a minimum of 10 members.)	\$
8.	Amount due for Pro-Rata Dues (see club invoice)	\$
9.	Total amount due to RI for membership dues (line 7 plus line 8)	\$

Additional Fees

10.	Magazine subscriptions to <i>The Rotarian</i> multiplied by line 5 (Fees vary by country - see club invoice)	\$
11.	Magazine subscriptions to <i>Revista Rotaria</i> at US\$9.50 multiplied by line 6	\$
12.	Other miscellaneous items	\$
	TOTAL AMOUNT DUE TO RI FOR JANUARY 2012 (Add lines 9 through 12) See SAR instructions for membership reporting and payment.	\$

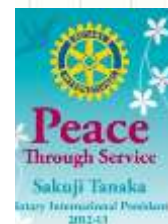
Signed, _____
President Date

Signed, _____
Secretary Date

Name (please print)

Name (please print)

wkst_en.pdf





JANUARY 2011

SEMIANNUAL REPORT FORM

Complete this form by listing on line 1 the same total of members as shown on the last page of the Membership List. Verify that the final totals on the Membership List and the Semiannual Report form are identical. The report must be signed by the club president and secretary.

1.	Number of active members on membership list received from Rotary International	27
2.	Number of members on membership list received from Rotary International that were terminated before 1 January 2011	
3.	Subtotal (Line 1 minus line 2)	27
4.	Number of active members admitted before 1 January 2011 whose names were not included on membership list received from Rotary International. This number should equal the number of members reported on the New Member Form.	1
5.	Total number of active members for 1 January 2011 SAR period (Line 3 plus line 4)	28
6.	Number of The Rotarian (TR) subscriptions for your club members: <u>1</u> Number of The Rotarian (TR) temporary/special subscriptions paid by club: <u>1</u> Subtotal: <u>2</u>	28
7.	Number of Novus Rotaria (NR) subscriptions	0
8.	Number of Official Regional Magazine (ORM) subscriptions: <u>28</u> Send payment directly to Regional Magazine office, not to RI	

We, the President and Secretary of the Rotary Club, hereby certify that for 1 January 2011 SAR period:

Total number of active members for 1 January 2011 SAR period (From line 5 above)	28
Semiannual dues for the above number of members at US\$25.00 per member (clubs with fewer than 10 members must pay for a minimum of 10 members)	\$ 700.00
Amount due for Pro-Rata Dues charged on 1 January 2011 invoice (review new members listed on the invoice)	\$
Amount due for (USA, American Samoa, Guam, Northern Marianas, Puerto Rico and US Virgin Islands ONLY) annual DMO/FP, insurance assessment for the above number of members. Payable on January Semiannual Report - rates depend on country. Use qualified insurance rate from the semiannual invoice for your calculations.	\$
Amount due for the Rotarian subscriptions (from line 6 above) at US\$6.00 each for USA, American Samoa, Guam, Northern Marianas, Puerto Rico and US Virgin Islands, US\$8.00 for Canada, and US\$12.00 each for all other countries	\$ 24.00
Amount due for Novus Rotaria subscriptions at US\$9.50 each (from line 7 above)	\$
Other miscellaneous unpaid items	\$
TOTAL AMOUNT DUE TO ROTARY INTERNATIONAL ON 1 JANUARY 2011	\$ 724.00

Signed: D. W. Button 10/2/2011
President Date

D. W. BUTTON
Name (please print)

Signed: G. Growden 10/2/11
Secretary Date

G. GROWDEN
Name (please print)
(ACTING SEC)

rot_en.pdf

MEMBER ACCESS

Current Presidents & Secretaries can
use Member Access to

Update club membership & club
details

View member data

View reports

Enter and view Official Directory
information



MEMBER ACCESS

Go to RI home page www.rotary.org

Club-District Support

Member Access

To Register for first time:

need district number

Club number

your membership ID

valid email address (becomes your log-on ID)

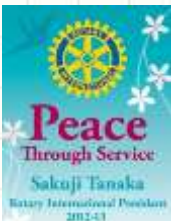


DISTRICT DUES

An Invoice will **NOT** be issued
You will be sent an email asking you
to pay based on number of
members in ClubRunner

Remit to **DISTRICT
TREASURER**

PO BOX 296 AVOCA BEACH
NSW 2251



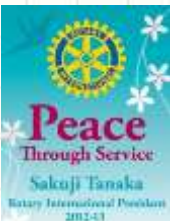
RDU DUES

Rotary Down Under will invoice
you:

in July and January

Remit direct to RDU

PO Box 779 Parramatta 2124





Particulars of mortgages, charges and other securities affecting the property of the incorporated association

State if mortgage, charge or other security	Property affected	Amount of indebtedness at financial year end	Name and address of holder of security, etc

Are details of other mortgages, charges or securities attached? ☐ Yes ☐ No

Grant funding and fundraising (this section is optional)

Please indicate the total grant funding received by the association from all Commonwealth, State or local government agencies during the financial year

TOTAL GRANT FUNDING
\$

Please indicate which agency/ies provided the funding by ☒ in the box or boxes that correspond to the agency/ies

1. Arts NSW	5. Department of Education & Training	9. Local Council
2. Department of Ageing, Disability & Home Care	6. Department of Planning – Heritage Office	10. Other
3. Department of Community Services	7. NSW Sport & Recreation	
4. Department of Education, Employment & Workplace Relations	8. Department of Families, Housing, Community Services & Indigenous Affairs	

If the association is registered as a charity under the Charitable Fundraising Act 1991 please provide charitable registration number

The following information is optional and is used for statistical purposes only

Is the association specifically established for the benefit of (tick one or more)

- ☐ Aboriginal and Torres Strait Islanders ☐ People with a disability
☐ People from cultural and linguistically diverse backgrounds ☐ Women

Tier 1 associations only (tick boxes and ensure the documents are attached)

- ☐ The association's financial statements for the relevant financial year (including a separate income and expenditure statement and balance sheet for each trust for which the association is trustee).
☐ The auditor's report for those financial statements.
☐ If a resolution was passed at the annual general meeting in connection with the above documents, tick box and attach a copy of the resolution.

Declaration as to the financial affairs of the association and privacy acknowledgement

I declare that

- I am the public officer of the association,
- I am authorised by the committee to make the following statements,
 - the association's financial statements for the last financial year were presented to the members of the association at the annual general meeting,
 - the particulars set out in this document are correct and give a true and fair view of the financial matters to which they relate and are not misleading, and
 - there are reasonable grounds to believe, at the date of this statement that the association will be able to pay its debts as and when they fall due, and

I acknowledge that

- NSW Fair Trading is collecting and holding information (including personal information) supplied in this form for the purposes of the Associations Incorporation Act 2009 and in particular, inclusion in a register maintained under that Act which is open to public inspection,
- NSW Fair Trading may disclose personal information to persons or bodies and to receive information from them in respect of purpose(s) related to the association's incorporation and activities, and
- I have a right to seek access to and correction of the personal information supplied/collected from me.

Signature DD /MM /YYYY

Full name

Address

Town/Suburb State NSW Postcode



Broker: Aon Risk Services Australia Limited

QBE INSURANCE (AUSTRALIA) LIMITED
ABN 78 003 191 025

International Brokers
100 Edward Street
Brisbane QLD 4000

Postal Address & Enquiries
Care of:
Mr Alex Dimitrijevic
Aon Risk Services Australia Limited
GPO Box 65
Brisbane QLD 4001

Telephone: (07) 3223 7456
Facsimile: (07) 3223 7529

Certificate of Currency

Policy number AQ 0008958 PLB

Name of Insured Rotary Club of Terrigal

Type of Insurance Public and Products Liability

Cover QBE will pay in respect of Personal Injury or Property Damage first happening during the Period of Insurance and caused by an Occurrence within the Territorial Limits in connection with Your Business.

Limit of Liability Public \$50,000,000 any one Occurrence
Products \$50,000,000 any one Occurrence & in the aggregate for all injury or damage occurring during the period of insurance.

Period of Insurance From: 4.00 pm on 30 June 2010 to 4.00 pm on 30 June 2011

This Certificate has been signed on behalf of QBE Insurance (Australia) Limited at:

Brisbane this 14th day of July 2010

Signed

Service Manager
QBE Intermediary Distribution

Rotary Master - Club.doc



CERTIFICATE OF CURRENCY

Obtained from District Insurance
Officer

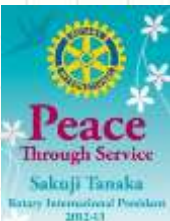
George Condell

Ph: 9950 4004

Mob: 0413 090 953

Email:

DistrictInsuranceOfficer@rotarydistrict
9680.org





Communicating



COMMUNICATION

You need to be in constant communication with the

- ☐ President
- ☐ Treasurer
- ☐ Club Admin / Club Service director



Correspondence



Mail

☐ Incoming

☐ outgoing

☐ Email

-protocols



Meetings



CHEAT SHEET WEEKLY MEETING

TIME	WHAT	WHO
6.45	<p>TAKE YOUR SEATS</p> <p>WELCOME</p> <p>WELCOME TO ALL ROTARIANS & GUESTS</p> <p>ANY VISITING ROTARIAN - INVITE THEM TO INTRODUCE THEMSELVES & STATE THEIR CLUB & CLASSIFICATION</p> <p>SPECIAL WELCOME TO GUEST SPEAKER - WILL BE MORE FORMALLY INTRODUCED LATER</p>	
	<p>TOAST & ROTARY GRACE</p> <p>TOAST TO THE QUEEN & AUSTRALIA</p> <p>SINGING OF ROTARY GRACE led by</p>	Sargeant
	<p>APOLOGIES:</p> <p>any other apologies?</p>	LOA
6.50	DINNER SERVED - ENJOY SOME FELLOWSHIP	
7.05	<p>DIRECTOR'S REPORTS / ANNOUNCEMENTS</p> <p>President</p> <p>Secretary</p> <p>Treasurer</p> <p>MEMBERSHIP</p> <p>PR</p> <p>FOUNDATION</p> <p>CLUB</p> <p>INTERNATIONAL</p> <p>VOCATIONAL</p> <p>COMMUNITY</p> <p>YOUTH</p> <p>HALL</p> <p>WELFARE</p>	
7.15	THREE ON ME / ROTARY TALK / INTERNATIONAL TALK	
7.20	SARGEANT'S SESSION	
7.35	INTERNATIONAL GAME	
7.40	5 MINUTES COFFEE BREAK	
7.45	<p>GUEST SPEAKER</p> <p>INTRODUCTION OF GUEST SPEAKER</p>	
8.05	QUESTIONS	
8.10	VOTE OF THANKS	
8.13	<p>THANKS AND WIND UP</p> <p>THANK THE KITCHEN & BAR STAFF</p> <p>THANK VISITORS</p> <p>THANK GUEST SPEAKER</p> <p>REMINDER OF NEXT WEEK'S MEETING</p>	
8.15	SINGING OF NATIONAL ANTHEM & CLOSE	



Rotary Club of Terrigal

BOARD MEETING No 3 AGENDA 2011/12

Date: 8:30 pm - Thursday 5th November 2011

Venue: Club House, Duffy's Road Terrigal.

1. Confirmation of minutes of previous Board
Meeting held on 23rd September 2011
2. Matters arising from minutes
3. President's Report
4. Secretary's Report including
5. Correspondence
6. Treasurer's Report
7. Director's Report (Projects)
 1. Community
 2. International
 3. Vocational
 4. Youth
8. Membership
9. Public Relations
10. Hall Maintenance & Development Report
11. General Business

Target Finish Time – 10:00 pm

Next Meeting –

Date:

Time:

Place: Rotary Hall



ROTARY CLUB OF TERRIGAL - BOARD MEETING No

PROFORMA FOR MINUTES

Date:

Place: Rotary Hall

Meeting commenced:

pm.

Present:

Lyn Davies (President)
Gina Growden (Secretary)
Harry Waddington (Treasurer)
Derek Button (PE, Administration)
Geoff Grenfell (Foundation Services)
Geoff Spring (Membership)
Rob Moffat (Public Relations)
Chris Tyler (Projects)
Liz Cook (Community)
Ian Kilpatrick (International Services Director)
Bill Boag (Vocational)
Denise Covington (Youth)

Confirmation of previous Board Meeting on

- Minutes accepted as a true record.

Moved:

Seconded:

2. Matters Arising from Previous Minutes

3. President's Report

4. Secretary's Report

5 Treasurer's Report

- Club Acct \$
 - Charity Acct \$
 - Hall Acct \$
- Treasurer's report Accepted:

Moved:

Seconded:



6. Director's Reports

- **Club Administration**
- **Service Projects**
- **Membership**
- **Public Relations**
- **Foundation**

7. Hall Maintenance & Development

8. General Business

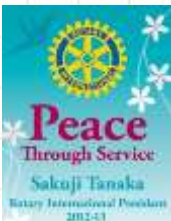
Meeting concluded: pm

Next meeting:

Date: Thursday

Time: 8:30 pm.

Venue: Rotary Hall, Duffy's Road, Terrigal.



Must be held before 31st December

- ☐ Most clubs schedule this for 1st meeting in Dec
- ☐ Notice of meeting
- ☐ Need to give **one month's notice of election**
- ☐ Call for nominations for officers





ROTARY CLUB OF TERRIGAL INC.
PO BOX 3 TERRIGAL NSW 2260
ABN: 41 164 549 360
DISTRICT 9680
Chartered 30 April 1974



President: Chris Tyler

Secretary: Derek Button

Treasurer: Paul Harris

NOMINATION FORM FOR BOARD POSITION 2012-13

I,, wish nominate.....

for the position of in 2012-13

Signed: Date:

I,, second that nomination

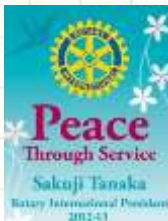
Signed: Date:

I,, accept the nomination and agree to stand

for the position of in 2012-13

Signed: Date:

Derek Button: M: 0416 300791 E: dw.button@bigpond.com
Chris Tyler: M: 0419 629 008 E: chris.tyler8@bigpond.com
Paul Harris: M: 0414 708 02 paul@harrisconsulting.com
Gina Growden: M: 0412 128 106 E: gina.growden@bigpond.com





ROTARY CLUB OF TERRIGAL INC.

PO BOX 3 TERRIGAL NSW 2260

ABN: 41 164 549 360

DISTRICT 9680

Chartered 30 April 1974

ANNUAL GENERAL MEETING

To be held at

TERRIGAL ROTARY HALL

On Thursday, xxth December 20xx

Commencing at 8pm

1. Welcome & Apologies
2. Confirmation of minutes of 20xx AGM held on xth December 20xx.
3. Matters arising from minutes
4. Acceptance of:
 - a. President's Annual Report
 - b. Secretary's Annual Report
 - c. Avenues of Service Annual
5. Acceptance of the Auditor's Annual Report 20xx/20xx.
6. Appointment of Auditors for year 20xx/20xx
7. Election of
 - a. President
 - b. Secretary
 - c. Treasurer for year 20xx/xx
8. Election of Club Directors for year 20xx/xx
9. Election of President Elect/Vice President for year 20xx/xx
10. General Business.
11. Close:



Record Keeping



RECORD KEEPING



Minutes

- ☐ Sample proforma for taking minutes
 - ☐ Preparing minutes
 - ☐ Immediately after the meeting
 - ☐ Action plan – who & by when
 - ☐ Circulate as soon as possible
- ☐ Keeping – minute book / folder



No.	Item	Action
1	<p>Minutes Accepted as a true and correct record: Proposed: PP Seconded: MS Matters Arising: Monthly reporting – 4 or 5 have been received this month. Next month short ones are requested from all members. The Foundation Seminar was held on 5th June. Attendance was disappointing with only 42 attending. Since then there have been people asking for advice on topics covered at the seminar primarily by members who didn't attend.. The Membership seminar scheduled for 19th June has had to be postponed due to a clash of dates with the Ethics Seminar. The reported interest in the ethics seminar is favourable.</p>	<p>MINUTES All Team Members</p>
	<p>Conference Committee Report (David Ellyard) 16-18 March Wollongong. Go for Gold at Gong (50th anniversary of conference in our dist – also Olympic year.) Ready to open bookings on 1st July. Quite a few pre-registrants \$350 full reg. variety of options Details avail on website soon. Open Fri night. Trad structure 5 streams – avenues of service Program: potential spkrs •2 sprks on Polio Promotion – Beecroft doing it. Will visit all clubs at least once.</p>	<p>Conf Chair</p>



KEEPING RECORDS

Membership Info

- ❑ Date of induction
 - ❑ Roles held within club
 - ❑ District Roles
 - ❑ Members' Awards: PHF, District, International etc
 - ❑ Club info
- eg District awards (bulletin, golden quill etc)

how do you record these?



Protocols



PROTOCOLS

Communication
email

Set up of Room ie flags, club banners etc
District Governor's official visit

Do NOT schedule a guest speaker

Introductions when visitors are present

Eg DG, AG, MP's, visiting Rotarians

Be aware of RI's requirements of use of
Rotary Emblem



Resources



WHAT TO SEND WHERE

WHAT TO SEND WHERE AND WHEN

All District Correspondence:

should be forward to the District Secretary,
PO Box 296, Avoca Beach NSW 2251

District Dues

(half-yearly by 31 July and 31 January) to:

District Treasurer: Jim Wells (Christine)
(Lindfield)

C/- PO Box 296, Avoca Beach NSW 2251

Tel: 9416 1606

Mob: 0409 411 606

Email: DistrictTreasurer@rotarydistrict9680.org

RI Semi-Annual Dues

(payable as at 1 July and 1 January) to:

Finance Department - Rotary International
South Pacific and Philippines Office

PO Box 1415, Parramatta NSW 2124

Tel: 8894 9830

Rotary Down Under (RDU)

Half-yearly Subscriptions (on receipt of invoice) to:

Rotary Down Under

PO Box 779, Parramatta NSW 2124

Tel: 9633 4888

District website: www.rotarydownunder.com.au

DG's Newsletter Editor

Les Walsh (Joy) Chatswood

PO Box 5575, West Chatswood NSW 1515

Tel: 9439 2558

Mob: 0413 807 118

Email: Communications@rotarydistrict9680.org

Materials Information to AG

7 Sefton Road, Thornleigh NSW 2120

Insurance - Certificate of Currency, Claims and Enquiries to:

District Insurance Officer

George Condell (Jo-Anne) Crows Nest

Tel 9950 4004 AH 9453 0425

Mob 0413 090 953

Email: DistrictInsuranceOfficer@rotarydistrict9680.org

Equipment - Large Rotary Wheels, banners for district events at the district office

7 Sefton Road, Thornleigh NSW 2120

Rotary Foundation donations to:

The Rotary Foundation, PO Box 1415,
Parramatta NSW 2124

Tel: 8894 9830

Australian Rotary Health donations to:

Australian Rotary Health

PO Box 3455, Parramatta NSW 2124

Tel: 8837 1900

Email: admin@australianrotaryhealth.org.au

www.australianrotaryhealth.org.au

Rotary Australia World Community Service donations to:

RAWCS Eastern Region Treasurer,

PDG Jack Elliott OAM

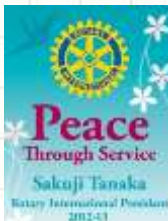
PO Box 134, Oatlands NSW 2117

Tel: 9858 1194

Email: jack.elliott@bigpond.net.au



2012-2013



District Secretary

Gina Growden

0412 128 106 gina.growden@bigpond.com

District Treasurer

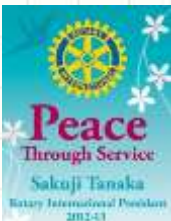
Jim Wells 9416 1606

Email: DistrictTreasurer@rotarydistrict9680.org

District Insurance Officer

George Condell Ph: 9950 4004 Mob: 0413
090 953

Email:
DistrictInsuranceOfficer@rotarydistrict9680.org





Rotary International

Parramatta Office

PO Box 1415 Parramatta

Ph: 8894 9800

Rotary Down Under (RDU)

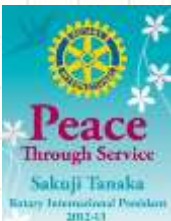
PO Box 779 Parramatta

Ph: 9633 4888

RDU Merchandising & Promotion

PO Box 244 Toongabbie 2146

Ph: 9674 6855



SOUTH PACIFIC AND PHILIPPINES OFFICE

Mail:

Rotary International
South Pacific & Philippines Office
P.O. Box 1415
Parramatta NSW 2124 Australia

Street Address:

Rotary Centre, Level 2, 60 Phillip Street
Parramatta NSW 2150 Australia
Telephone: +61 2 8894 9800 Fax: +61 2 8894 9899
Office Hours: 8.30am to 5pm, Monday to Friday
except on Australian and NSW Public Holidays

Regional Head	Frank Pezzimenti	Frank.Pezzimenti@rotary.org	Ph 8894 9811
Administration Coordinator	Michelle Fuller	Michelle.Fuller@rotary.org	Ph 8894 9810
Admin Support / Reception	Amanda Kahlon	Amanda.Kahlon@rotary.org	Ph 8894 9800

* Admin also handle all inquiries about Rotary International & The Rotary Foundation literature, videos and CDs

CLUB & DISTRICT SUPPORT

Manager	Joy Walker	Joy.Walker@rotary.org	Ph 8894 9820
Coordinator	Barbara Mifsud	Barbara.Mifsud@rotary.org	Ph 8894 9821
Correspondent	Mary Jayne Desmond	MaryJayne.Desmond@rotary.org	Ph 8894 9822

- Admission of New Clubs (Rotary, Rotaract, Interact, Rotary Community Corps)
- Applications for change of name, change of club & district locality, merger of clubs
- Applications for club & district incorporation
- Licensing inquiries – use of Rotary name and other marks / logos
- District dispute inquiries
- Special Club anniversary recognition (25th, 50th, 75th)
- Special Member anniversary recognition (50th) on application
- Member Access guidance (refer also to tutorial on www.rotary.org in E learning center)
- Guide District Governors, Clubs and Rotarians on procedural and constitutional matters
- Assist the District Governors, Clubs and Rotarians in their communications with World Headquarters
- Maintain historical records of clubs.

FINANCE

Regional Financial Controller	Grace Ramirez	Grace.Ramirez@rotary.org	Ph 8894 9830
Coordinator	John Jiang (Aust & NZ)	Xiang.Jiang@rotary.org	Ph 8894 9831
Coordinator	Rachel Hernandez (Philippines)	Rachel.Hernandez@rotary.org	Ph 8894 9832
Finance Correspondent	Melissa Asanza (TRF Finance)	Melissa.Asanza@rotary.org	Ph 8894 9833

* Please note: Rachel Hernandez is currently on Maternity Leave. On that note, Marissa Pili (Marissa.Pili@rotary.org) is acting Finance Coordinator.

- Collect per capita dues and other payments to Rotary International
- Process Semi Annual reports on club membership and inquiries on SAR payments
- Assist clubs & districts with inquiries on: club remittances and balances, reinstatements after payment following termination
- Process The Rotary Foundation contributions
- Make payments to Rotarians travelling at RI or Rotary Foundation expense
- Make payments to Rotary Foundation Scholars
- Make Global payments on behalf of TRF and Rotary International (SPAs)

THE ROTARY FOUNDATION

Manager	PDG Bruce Allen	Bruce.Allen@rotary.org	Ph 8894 9840
Fund Development Officer	Siobhan Moran	Siobhan.Moran@rotary.org	Ph 8894 9841
TRF Admin	Krissy Aure-Canson	Kristenne.AureCanson@rotary.org	Ph 8894 9842

- Fund Development
- Paul Harris Fellow Recognition - processes applications and issue regalia & certificates
- Maintain record of club recognition points
- Issue benefactor recognitions, bequest and major donor recognition
- Provide assistance and clarification on all Rotary Foundation matters
- Assist with The Rotary Foundation contribution inquiries



rotary
DOWN UNDER



**OFFICIAL ROTARY MAGAZINE
FOR AUSTRALIA AND NEW ZEALAND BASED DISTRICTS**

ROTARY DOWN UNDER HOUSE

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Administration Manager: Frances Campbell

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RDU MERCHANDISE AND PROMOTIONS

Licensed supplier of Rotary International emblem merchandise
Unit 16, 45 Powers Rd, Seven Hills, NSW, 2147
Postal Address: PO Box 244 Toongabbie, NSW, 2146
Phone: 02 9674 6855
Fax: 02 9624 2418

Email: supplies@rotarydownunder.com.au
website: www.rdushop.com.au



2012-2013



Rotary International District 9680 Directory



Q & A?



REMEMBER

You may not necessarily
have to
DO all the chores that
need to be done
but you **DO NEED** to
ENSURE that they **ARE**
done



ANY PROBLEMS?

CALL ME

0412 128 106

gina.growden@bigpond.com

GOOD LUCK

