

# CLUB ADMINISTRATION - SERVICE



David Bamford  
Blacktown – District 9675



# PP DAVID BAMFORD OAM PHF

- District 9675 Secretary
  - 2014 – 2015 (1<sup>st</sup> July – 15<sup>th</sup> September 2014)
- District 9690 Secretary/Administration Officer
  - 2012 – 2013
  - 2011 – 2012
  - 2010 – 2011
  - 2009 – 2010
  - 2008 – 2009
  - 2007 – 2008
  - 2005 – 2006
- Member – RC Blacktown City since February 1975



# OVERVIEW

- Administration
  - in your Club
  - involving RI, RDU and District



# ROLE & RESPONSIBILITY

‘As Club President, your role is to lead an effective Rotary Club.’

Plan, set goals, communicate.



# CONSTITUTION & BY-LAWS

- Last updated at 2013 RI Council on Legislation (COL), next Council in 2016
  - Update your Club's documents – also take into account in your By-Laws changes made by NSW Fair Trading effective from 1<sup>st</sup> July 2010
  - Special Resolution to change
    - Requires support of at least **3/4** of those present & eligible to vote, **not** 2/3 as per page 38 of your President's Manual
  - Check your Constitution is 'RI approved'
    - contact Rotary International South Pacific & Philippines Office (RISPPO) - Club & District Support Section to confirm



# CLUB BUDGETS

- Administration/Club account
- Project/Charity account
- Any other account you may have
- As we raise funds from the community, i.e. Councils, ClubGRANTS and others we **MUST** have our accounts audited annually (Office Liquor, Gaming & Racing requirement)



# CHARITABLE FUNDRAISING AUTHORITY

- Ensure your Charitable Fundraising Authority is always current – check with Government Licensing Service (select Services, Charities & NFP, Check Charitable Fundraising License)
- You **can't** fundraise without a current authority
- Become familiar with OLGR fundraising requirements
- Refer 'Best Practice Guidelines' for Charitable Organisations



# NSW FAIR TRADING

- Annual accounts
  - NSW Form A12 + \$\$\$
  - have accounts **audited** annually
- Change of Constitution & By-Laws
  - NSW Form A6 + \$\$\$
- Public Officer
  - check who it is, update if required
  - NSW Form A9





# RISK MANAGEMENT

- Prepare a Risk Management assessment for each Club project, event, function
- Be aware of Risk Management issues:
  - e.g. President up the ladder  
(Police Officer of the Year Award - hanging banner)
- Issue a Risk Management 'Help Reckoner' to every Club member to increase awareness



# CALENDAR OF EVENTS

- Critical to plan **WELL** in advance to gain member support
- Nothing worse than a President or Director announcing (regularly) we need help this weekend or next
- Rotarians are busy people with commitments outside Rotary



# TIMELINE OF TASKS

- We developed a Timeline of Tasks for District 9690 to avoid tasks being missed and/or deadlines not being met
- I'm also developing a Timeline for the interaction between our District and Clubs
- Develop a Timeline for your Club to assist your Board and Directors



# POLICIES OF CLUB

- Document your Club's Policies e.g.:
  - Free meals for prospective members - how many?
  - Honorarium for President – amount?
  - Covering cost of Directors attending Presidents' Meetings - amount?
  - Presentation Evenings – who are guests of the Club, who pays?



# MEETINGS – HAVE AN AGENDA

- Club
- sub-Committees
- Board
- Club Assembly
- Annual General Meeting – or a Procedures' document



# DISTRICT POLICIES

- Become familiar with what your District has:
  - Constitution & Regulations
  - Insurance
    - New project – check with your District Insurance Officer re current coverage
    - **CAN'T** assume because we have District insurance you are covered e.g. chainsaw race
  - Child Protection (changes from 1<sup>st</sup> April 2015)
  - Privacy
  - Risk Management
  - Sexual Harassment



# REPORTS TO RI/DISTRICT/RDU

- Semi-annual Dues – RI
- Semi-annual Dues – RDU *now included on RI's new one page Club Invoice since 1<sup>st</sup> January '15*
- Semi-annual Dues – District
- Monthly Club attendance
  - to District Attendance Officer **by required date**



# REPORTS TO DISTRICT GOVERNOR

- Your Club Goals for 2015 – 2016
  - Update on RI's website via Rotary Club Central
- RI Presidential Citation for 2014 – 2015
  - RSVP to DG Ian by 31<sup>st</sup> March 2015
- RI Presidential Citation for 2015 – 2016
  - RSVP to DG Gina by 31<sup>st</sup> March 2016
- Other Reports – as and when required





# GOVERNOR'S OFFICIAL VISIT

- Important to respect the office
- **DO NOT** have a guest speaker on this night
- Encourage member attendance to hear important messages



# COMMUNICATION

- Ensure responses to District are provided by RSVP date:
  - e.g. Dues, Resolutions, Club Electors
- Utilise email for speedy communication
- Prompt responses:
  - avoids follow-up by District personnel
  - ensures deadlines are met



# RESOURCES - RI, RDU, DISTRICT

- RI & website, Manual of Procedure (2013)
- RI Office at Parramatta
- RDU & website
- RDU Merchandise and Promotions
- Pre-PETS, PETS and District Assembly
- District website, social media
- District Governor, DG Elect, DG Nominee
- Past Governors and Assistant Governors
- District Officers



# RESOURCES - CLUB

- Roadside signage
- Promotional brochure/s
- Local newspaper/s
- Banners & pull-up Banners
- Website, social media
- President's Manual
- Directors' Manuals
- Past Presidents and Past District Governors



# REMEMBER

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your role is to lead an  
effective Rotary Club.’**

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BE A GIFT TO THE WORLD



**Be a gift to the world**

