



DISTRICT GOVERNANCE AND ETHICS COMMITTEE DETAILED LEADERSHIP HANDOVER CHECKLIST

1. Key Governance Documents (this must be in every file, but at a minimum, the file of the outgoing President and outgoing Club Secretary must have these documents)

- a) Copy of Club Constitution and Bylaws
- b) Strategic Plan and Annual Goals
- c) Club Policies (e.g. Procurement, finance and risk)
- d) Board and Committee Structure with Roles & Contacts
- e) All the Minutes of Board and Club Meetings conducted during the past 12 months
- f) Written Handover notes or brief from the outgoing President
- g) Copies of all the key club policies approved by the General Assembly
- h) Certificate of Incorporation
- i) Memorandum and Articles of Association (MEMARTS)
- j) Registered resolution to change bank account signatories.
- k) Annual returns from URSB
- l) Registered Beneficial ownership form

2. Administration (this must at a minimum, include the file of the Outgoing President and Outgoing Club Secretary)

- a) Club's Official Documents (e.g. Charter certificate, registration certificates)
- b) Access credentials to My Rotary, ClubRunner, or other platforms
- c) **Appointment of incoming officers in My Rotary for the next Rotary Year**
- d) Club Secretary files: Member records, attendance logs, meeting agendas/minutes

- e) Communications protocols (email templates, newsletters, social media access)
- f) Inventory of club assets (banners, flags, bell, gavel, land titles etc.)
- g) Schedule of Key Rotary Dates (e.g. DG Visit, project visits, retreats, trainings etc)
- h) Status report on the implementation of the Governance checklist
- i) Copies of all contracts or MOUs with service providers or partners

3. Finance and Compliance

- a) Bank signatory update process initiated or completed
- b) Latest audited financial statements or Treasurer's reports
- c) Current bank account balances and reconciliations
- d) Dues collection and member payment status
- e) Approved Budget for the next Rotary Year
- f) Club Subscriptions and payment information (e.g. Zoom, Websites, Club runner etc)
- g) Copies of all contracts or MOUs with service providers or partners

4. Membership

- a) Updated membership roster with contacts and classifications
- b) New member orientation materials and mentoring assignments
- c) List of members with pending obligations (e.g. dues, induction)
- d) Membership development plan and pipeline of prospects
- e) Member engagement report (participation levels, events, projects)
- f) Membership satisfaction survey report (if any)
- g) Data on attendance of the members throughout the Rotary year.
- h) Any disciplinary cases recorded in the last 12 months

5. Service Projects

- a) Summary of ongoing and upcoming projects
- b) Project proposals and funding applications
- c) Contacts of partner organizations and stakeholders
- d) Service impact reports and photos for documentation
- e) TRF grant documents (if any) and reporting timelines

6. The Rotary Foundation (TRF)

- a) Club TRF giving history and current year progress
- b) PHF status of members and Major Donors (if applicable)
- c) TRF goals and plans for the new year
- d) Foundation chair brief on fundraising and grant processes

7. Public Image

- a) Club's branding materials (logos, templates, flyers)
- b) Social media accounts and access credentials
- c) Recent press releases, media mentions, or publications
- d) Public image strategy and calendar of upcoming events

8. Learning and Development

- a) Records of completed Rotary Learning Center courses by leaders
- b) Club leadership development plan
- c) District and zone training attendance history
- d) List of Rotary Leadership Institute graduates (if any)
- e) List of Rotary Mediation course graduates (if any)

9. Recognition and Motivation

- a) Records of member recognitions, awards, and anniversaries
- b) Rotary pins, certificates, and any pending recognitions

10. Additional Items

- a)** Any unresolved issues or disciplinary matters
- b)** Feedback or reflections from the outgoing leadership
- c)** Suggestions for incoming leaders
- d)** Transition timeline and proposed joint board meeting
- e)** Any other documents/insights