

## **ROTARY DISTRICT 9213** **CLUB GOVERNANCE CHECKLIST**

Every Rotary club board has 'governance' obligations which need to be observed, so to facilitate ensuring your club is compliant and properly operational, use the checklist below:

ITEM	DETAIL	RESPONSE	
<b>Effective Membership management</b> (Admission, induction, mentorship and retention.)	<input type="radio"/> Does your club have in place and follow a process of admitting new members?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> Has the club conducted a membership survey in the past 3 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> Have all members been assigned mentors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> How many members have completed at least 5 courses on membership in the learning center?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> How many Rotaract & Interact clubs is your club sponsoring this year?	<input type="checkbox"/>	
<b>Effective financial management</b>	<input type="radio"/> Does your club have a financial management policy /manual in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> Does your club have an approved budget for the rotary year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> Has the club appointed an external auditor for the year? If yes, name them and their contact.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> Have the Annual reports and audited financial statements for RY 2022/23 been approved by the club?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Meetings</b>	<input type="radio"/> Does the Board hold regular meetings and written minutes issued to members within 30 days	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> Committee meetings are held and minutes shared with the Board?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<input type="radio"/> How many club Assemblies have been scheduled this year?	<input type="checkbox"/>	

<b>Legal / Statutory Compliance</b>	<ul style="list-style-type: none"> <li>○ Is the club is incorporated and/or registered with URSB?</li> <li>○ When did you last update your Club Bylaws</li> <li>○ Has the club held an Annual Members' Meeting before 30<sup>th</sup> January? (if yes, state the date)</li> <li>○ Has the Club filed Annual returns for 2023?</li> <li>○ Has the club filed Beneficial Owners forms with URSB?</li> <li>○ Is the club registered with NITA-U for data control and privacy management?</li> </ul>	<table border="0"> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td> <input type="checkbox"/></td><td></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	 <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Risk Management</b>	<ul style="list-style-type: none"> <li>○ Does the club have a risk assessment and management mechanism in place? (if yes, please give details)</li> <li>○ Do you have a monthly risk analysis report?</li> <li>○ Does the Club conduct any project audit and avail reports? (if yes, please state how often)</li> </ul>	<table border="0"> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>						
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<b>Compliance with RI guidelines</b>	<ul style="list-style-type: none"> <li>○ Does your club Public Image branding comply with RI branding guidelines?</li> <li>○ Have your MEMARTS and Bylaws been updated to comply with RI Constitution and Model Bylaws as of 2024?</li> <li>○ Do all Club members have copies of the MEMARTS and Bylaws of the club?</li> <li>○ Is the club qualified to participate in TRF Global Grants in RY2023/24?</li> <li>○ Do club members receive reports, minutes and recording of resolutions and they are shared with club members? (if yes, state the mode used)</li> <li>○ Do all your club members have my rotary and Club runner accounts?</li> </ul>	<table border="0"> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Club Structure</b>	<ul style="list-style-type: none"> <li>○ Has the club appointed officers of the Board</li> </ul>	<table border="0"> <tr> <td>Yes <input type="checkbox"/></td><td>No <input type="checkbox"/></td></tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>										
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	<p>as per the Bylaws? (if yes, state method used &amp; cite the section of Bylaws)</p> <p><input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>○ Have Board members and Committees been trained on their responsibilities and roles?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
	<p>○ Does the Club have a calendar / schedule for club activities (board meetings, AGM, Club Assemblies, Projects etc)</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
	<p>○ Are club committees formally constituted and functional?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
	<p>○ Does the club have a dispute resolution mechanism? (if yes, please state details)</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<b>Strategic Planning</b>	<p>○ Does the Club have an approved strategic plan? (if yes, state period of validity)</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
	<p>○ Has the club conducted a club health check in the last six (6) months using the Rotary Health Check document as the guide to benchmark where your club is at.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
	<p>○ Have you utilized the Rotary Citation Goals to guide the strategic plans for your club</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
	<p>○ Does your strategic plan include development of projects that are aligned to Rotary's seven (7) Areas of Focus.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

<b>Succession Planning</b>	<ul style="list-style-type: none"> <li>○ Has the club elected a President Elect, Vice President and Vice President Nominee?</li> <li>○ Are your committee chairs deputized?</li> <li>○ How many members are serving beyond the Club?</li> <li>○ Do you have any Past Presidents serving on the Board?</li> <li>○ How many Club members have graduated from the Rotary Leadership Institute?</li> <li>○ How many members have registered for the RI convention and District Conference?</li> </ul>	<div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div><input type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
<b>Key Club Policies</b>	<ul style="list-style-type: none"> <li>○ Does the club have any of the following policies or manuals? <ul style="list-style-type: none"> <li>a. Financial Management</li> <li>b. Procurement</li> <li>c. Monitoring &amp; Evaluation</li> <li>d. Risk Policy</li> <li>e. Data Protection</li> </ul> </li> </ul>	<div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div>
<b>Performance measurement</b>	<ul style="list-style-type: none"> <li>○ How does the club track performance?</li> </ul>	