

Rotary



District 9510

CLUB GOVERNANCE CHECKLIST

The check list below has been developed to assist Club's meet their obligations under state law, Rotary International and best practice governance.

ITEM	DETAIL
Accounts and Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Have you ensured that your club has two separate accounts to handle your finances or is your accounting system able to maintain two sets of accounts – one administration account and one fund raising account? <input type="checkbox"/> Have a clear policy in place that ensures transparency in the expenditure types to be attributed to each account? <input type="checkbox"/> Have multiple members authorised to access the club's bank accounts & ensure that your bank has up to date information on current authorised personnel? <input type="checkbox"/> Have bank accounts been set for at least two authorised members to confirm expenditure? (note: The Recommended Bylaws state- Bills are to be paid by the treasurer or another authorised officer and approved by two other officers or directors) <input type="checkbox"/> Does the bank have the correct authorised signature on your accounts? <input type="checkbox"/> Make sure you provide an annual financial report for your club at your Annual General Meeting in accordance with requirements within your Club's by-laws? <input type="checkbox"/> Have you completed and lodged the annual NFP self-assessment declaration with the ATO? <input type="checkbox"/> Are the details of your Club's membership in Club Runner correct prior to June 30 & December 31 for District billing purposes? <input type="checkbox"/> Are finance reports presented to every Board meeting?
Budgets	<ul style="list-style-type: none"> <input type="checkbox"/> As part of your Club's annual planning, set budgets for expected income and expenditure for both your Administrative and Project accounts? <input type="checkbox"/> Budget to be approved as stipulated in the Club's by-laws? <input type="checkbox"/> Determine annual member dues and have approved as stipulated in the Club's by-laws? <input type="checkbox"/> Have your got at least one member who is aware of and monitoring grant funding that may be available to the

	Club and how to apply for various local and international grants?
ITEM	DETAIL
Legal Compliance	<ul style="list-style-type: none"> <input type="checkbox"/> Is your club incorporated and registered with the Dept. of Consumer and Business Services (CBS)? <input type="checkbox"/> Have you lodged your current constitution and By Laws with CBS? <input type="checkbox"/> Have you appointed a public officer and have you registered this with CBS (check CBS public register)? <input type="checkbox"/> The public officer must advise CBS if there is a change to the official address within 28 days (The Club's official address must be an address in South Australia where the public officer can generally be found, and documents can be served. It can't be a post office box.) <input type="checkbox"/> Is the Club's full name (including the word Incorporated' or 'Inc') appear on all: letters; statements; invoices; notices or advertisements; publications (including websites); order for goods or services; receipts in connection with its activities (except for those under \$10); bills of exchange; and other documents which are given, drawn or issued by an association. <input type="checkbox"/> Have you checked your contact details for ASIC for you Club ABN is current? <input type="checkbox"/> Have you completed your annual self-assessment for income tax exemption and lodged it with the ATO via MyGov? <input type="checkbox"/> Are minutes created which detail all proceedings within board, committee and statutory meetings. The minutes must be: <ul style="list-style-type: none"> • confirmed by members of the club/association present at subsequent meetings • signed by the member: <ul style="list-style-type: none"> ○ who presided at the initial meeting ○ who is presiding at the meeting where the minutes are confirmed. <input type="checkbox"/> Are the books containing the minutes of general

	<p>meetings made available for inspection by any member for free. The books of the Club must be kept indefinitely. Books include:</p> <ul style="list-style-type: none"> • any register or other record of information • minutes of meetings • accounts or accounting records • any other documentation. <p><input type="checkbox"/> If you plan to hold a lottery that raises more than \$5,000 you need to register that lottery with CBS.</p> <p><input type="checkbox"/> All lotteries held (including those below \$5,000) must comply with CBS requirements</p> <p><input type="checkbox"/> Hold your Annual General Meeting as required in your by-laws and Associations and Incorporations Act as amended</p>
ITEM	DETAIL
Legal Compliance Continues	<p>Note that there are minimal statutory requirements for Incorporated Associations with revenue under \$500,000, as such clubs should refer to their by-laws for requirements relating to budget approval, auditing of accounts, and holding AGMs.</p>
Rotary International Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> Are all the Club’s communications, publications and promotions compliant with correct Rotary Branding and consistent across all mediums used? <input type="checkbox"/> Is your Constitution and By Laws up to date and compliant with the current version (2022 version) of Rotary International templated documents? <input type="checkbox"/> Do you support the Rotary Foundation with club contributions to the Annual Fund and End Polio now?
Insurance & Risk Management	<ul style="list-style-type: none"> <input type="checkbox"/> Have you appointed a member who is responsible for insurance matters? <input type="checkbox"/> Have you reviewed and complete your Clubs annual reinsurance return? <input type="checkbox"/> Have you got a copy for the current financial year’s certificate of currency from the District Insurance Officer? <input type="checkbox"/> Have you advised the district insurance officers of all activities undertaken by the club (see district website)

	<p>for requirements) in advance of undertaking the activity, or if a recurrent activity, annually?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are you aware of all insurance requirements for all Club activities? <input type="checkbox"/> Have you undertaken a risk assessment of all activities and submitted them to the District Insurance Officer for every activity your club undertakes (outside of regular meetings)? <input type="checkbox"/> Have you developed safety check list for key Club activities? <input type="checkbox"/> Have you informed the District Insurance office of any proposed club travel? <p>The District's website contains a number of forms and information which will assist you meet your insurance and risk management obligations.</p>
ITEM	DETAIL
<p>Working with Vulnerable People (including Youth)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Have you appointed a member as your Club's Protection Officer? <input type="checkbox"/> Are you familiar and does your Club comply with the District 9510 Protection Policy ? <input type="checkbox"/> Do you regularly (at least annually) update your members on their responsibility under the District 9510 Protection Policy? <input type="checkbox"/> Does the Club run any of its own Youth programs. If so do they comply with the District 9510 Protection Policy and have you made the District Protection Officer & District Insurance Officer aware of these programs/activities? <input type="checkbox"/> Have you got policies in place to ensure adults (club members, volunteers, other participants) are not left alone in a one-on-one situation with a youth? <input type="checkbox"/> Have you completed the Annual (each April) Insurance and Youth Protection Declaration? <input type="checkbox"/> Have you ensured that all people (Rotarians and others) involved in youth programs are suitable people for the

	<p>tasks they are given and as such are assessed as RESPONSIBLE ADULTS (see District 9510 Protection Policy for details)?</p> <p><input type="checkbox"/> Have you ensured that any Rotary Youth Volunteers are appropriately screened?</p>
<p>Strategic Planning</p>	<p><input type="checkbox"/> Has your Club got a Club Strategic Plan in place for the start of each Rotary year (My Rotary Strategic Planning Guide)?</p> <p><input type="checkbox"/> Have you utilised the Rotary Health Check document as the guide to benchmark where your club is at?</p> <p><input type="checkbox"/> Have you utilised Rotary Club Central (on the My Rotary Website) to set Goals to guide the strategic plans for your club?</p> <p><input type="checkbox"/> Have you completed your goal achievements in Rotary Club Central to be eligible for a Club Excellence Award (formerly Presidential Citation)</p>

ITEM	DETAIL
Succession Planning	<ul style="list-style-type: none"> <input type="checkbox"/> Have you identified potential leaders for your club and planned their journey as directors on your board and provided mentoring where required? <input type="checkbox"/> Have you developed a sound succession plan for club? Traditionally this follows a triennial cycle – one year as President Elect, one year as President and one year as Immediate Past President, but there is benefit of considering 2-year presidential terms. <input type="checkbox"/> Do you encourage Professional Development of members through attendance at District Assembly, Rotary Leadership Institute, President Elect Training and My Rotary on-line learning centre for all new and existing members ? <input type="checkbox"/> Do you encourage members to nominate for District committees? <input type="checkbox"/> Do you have position description for key club positions to assist new office holders?
Record Management	<ul style="list-style-type: none"> <input type="checkbox"/> Are board and committee meeting agendas and minutes available to all members in a central location (i.e. on website, Dropbox or similar) and backed up? <input type="checkbox"/> Are Club bulletins, photo libraries and key documents stored centrally, securely and backed up? <input type="checkbox"/> Are records kept of all decisions made by the club? <input type="checkbox"/> Are your club’s records kept up to date on Clubrunner? <input type="checkbox"/> Have you a process in place to ensure historical committee documents are available to new position holders? <input type="checkbox"/> Have you got positional club email addresses rather than relying on individual members personal email accounts? <input type="checkbox"/> Have you an established handover process (including email passwords and document access) for all club positions? <p><i>Note: it is imported that Club documents and emails are not stored on an individual member(s)'s computer but are centrally stored (one drive, Dropbox, website etc) and back up to prevent loss of vital club records.</i></p>
New Members	<ul style="list-style-type: none"> <input type="checkbox"/> Have you checked with the District Secretary if the proposed new member is on the prohibited persons list <input type="checkbox"/> Do you have a new member information pack?

	<ul style="list-style-type: none"> <input type="checkbox"/> Do you have a process to set up MyRotary and Clubrunner accounts for new members? <input type="checkbox"/> Do you have a learning and development plan for new members through the MyRotary Learning Center, support to attend RLI and District Assembly? <input type="checkbox"/> Do you appoint a mentor for new members? <input type="checkbox"/> Do you hold fireside chats for new members to ensure they are thriving in Rotary?
Miscellaneous	<ul style="list-style-type: none"> <input type="checkbox"/> Do members have access to club financial reports and Board minutes? <input type="checkbox"/> Do you regularly communicate with members relating to Board decisions? <input type="checkbox"/> Do you hold regular Club assemblies? <input type="checkbox"/> Do you have clear delegations as to what authority the Board, Committees, and members have? <input type="checkbox"/> Do you have a register of the equipment owned by the Club and their location stored?

Further Information, Enquires or Feedback to:

Andrew Johnson

Chair District Governance, Insurance, Risk & Protection Committee

P: 0497 159 169

E: governance@rotary9510.org