

# Rotary Trainer

## ROLE OF THE IPP IN MAKING FOR A BETTER ROTARY CLUB

Many IPPs are confronted by the dilemma of what to do after their year as President. The hectic period as President is over and now there is a lull. It is necessary for them to consider why Rotary International retains the IPP as a member of the club Board?

In this regard I would like to share some thoughts prepared by PDG Dr Paul CK Lee on this subject with you. I have benefitted tremendously from the insights given by PDG Paul and I hope that you will too.

There are many reasons why the IPP continues on as a member of the Rotary club Board. The more important reasons are as follows:

### 1. CONTINUITY OF CLUB PROJECTS

Club projects very often may not be completed within one Rotary Year. The IPP plays an important role in ensuring that the projects are continued to be implemented properly and completed smoothly. It is important for the IPP to recognize that when a project goes into the next Rotary Year, the current President and Board have the right of decision making. The IPP must accept this and continue to support the new Board.

### 2. CONTINUITY OF PRESIDENTIAL & BOARD DECISIONS

Very often the Board decisions of one Rotary Year need to be carried forward to the next Rotary year. The IPP plays the role of advising the Board on the merits of such decisions, as well as, whether fresh approvals from the current Board are required.

### 3. GUIDE PRESIDENT/BOARD ON PAST PRACTICES

The IPP can play a vital role by providing for continuity on many issues by advising the Board on the past practices and the merits of each of these practices. The decision of whether to continue with such past practices rests with the current Board.

#### 4. AS ADVISER TO THE PRESIDENT & BOARD

The IPP must act as the advisor on all issues by providing constructive advice; not just criticism. The IPP should also provide moral support and motivation to the President and Board and be a source of information for the club.

#### 5. CLUB ACCOUNTS READY FOR AGM

It is the IPP who must ensure that the Club's accounts are presented and adopted at the Annual General Meeting. He must also ensure that the minutes of the AGM that took place during his/her Rotary year is properly presented and adopted. The IPP should never pass the buck to his/her Treasurer and Secretary.



**The IPP can also play a vital role in the following club activities:**

#### 1. CLUB'S WEEKLY MEETING PROCEDURE

The core activity of any Rotary Club is the regular weekly meeting. The management of guest speakers, the management of fine sessions and the various announcements must be carried out with the proper decorum.

If there is a change in or cancellation of the club's weekly meeting, the proper procedure has to be followed and action has to be taken. They include informing the Governor and other Rotary Clubs as well as having someone at the venue of the meeting during the day and time of the cancelled meeting to give out make-up cards. The IPP should ensure that these things are done properly.

## 2. CLUB'S INDUCTION PROCEDURE

The induction of new members is a very important occasion. It must be carried out with the dignity and stature befitting Rotary membership and admission. There is a set procedure for clubs to follow. Variations to this are acceptable. The IPP should ensure that the traditions of the club are adhered to and followed.

## 3. BOARD MEETING PROCEDURE

The Board meeting is another meeting enshrined in the Club Constitution & Bye-Laws. It is a legal meeting with fixed date, time and venue. Notice of the Board meeting must be given. The IPP must provide guidance on the types of decision that are to be taken (mainly policy matters). The Board is invested with tremendous powers but decisions that are made should not supersede the principle of fellowship in Rotary.

## 4. CLUB BUDGET AND FINANCIAL MANAGEMENT

A well prepared and balanced Club Budget is a pre-requisite to good administration. The IPP must guide the Board in the preparation of the Club Budget as well as in the prudent financial management of the club. The budget must contain all income and expenses in the Rotary Year and this must be approved by the Board and endorsed by the members either at the Club Assembly or at a General Meeting.

## 5. ANNUAL & EMERGENCY GENERAL MEETINGS

The Annual General Meeting is compulsory and must be called before 31<sup>st</sup> December. Proper notice must be given. The minutes of the previous AGM and the accounts for the last Rotary year must also be ready for adoption. As the election the next Rotary year's Board will also take place, the IPP must ensure that the nomination procedures are properly followed. This could be done through the Nominating Committee or just by nomination from the floor or both. The accounts must be submitted to the Registrar of Societies within 30 days after the Annual General Meeting. For the club's Emergency General Meeting or Extra-Ordinary General Meeting, the IPP must guide the Board on when to call for such meetings, the procedure to follow as well as the notice, quorum, agenda and discussion procedure.

## 6. CLUB ASSEMBLIES

The IPP must guide the club on the object of the Club Assembly, the frequency, the procedure, the reports of the Directors, as well as, the mode of discussion.

## 7. GOVERNOR'S OFFICIAL VISIT REQUIREMENTS

The Governor is compelled by RI to visit the Club once a year. Before the Governor makes his official visit to the club, the club needs to send the Summary of Club Plans and Objectives to reach him at least 2 weeks before the visit. A clear programme for the visit, including reception and hotel accommodation, as well as, any programme for District First Lady, visits to state or local dignitaries or the launching or visiting of Club Projects must be provided. The IPP should ensure that all these are done.

## 8. CLUB INSTALLATION

The Club Installation is an event into which most clubs put in a great deal of effort. The IPP has a big role to play and the IPP will be the chief host until the installation of the in-coming President. Whatever procedure the club follows, the invitation of the Governor, Governor Elect, DGN, PDGs, protocol on seating and address, toasts, Speeches, Installation of Board, etc. must be properly controlled. The official function should not be too long and should preferably end before 10.30pm. Be prudent with the number of tables at the function, as overdoing it may overburden the members. The IPP must advise the Organising Committee properly.

## 9. CLUB BULLETIN

The Club Bulletin is a very important organ of communication and is a record of the weekly meeting. The IPP can assist in advising as to the contents and also what the sources of material are.

## 10. USE OF DISTRICT OFFICERS

The IPP having been a President will know the district officers better. District Officers can be speakers for weekly meetings, speakers for Rotary Education Seminars, sources of information on the club's administrative procedures and so on.

## 11. CLUB'S CARRIED FORWARD PROJECT

The IPP needs to inform the Board what projects are carried forward and what follow up action is required. Are additional funds required or is any additional work required. This information will be helpful to the Board in planning the year's activities.

## 12. MATCHING GRANT AND SUPPORT GRANT PROJECTS

If the club has participated in a matching grant project, then possibly the project will be carried forward for completion. The knowledge gained by the IPP can be utilised to carry out another matching grant project. If the IPP has no experience on matching grant projects, then the IPP should study the requirements, guidelines and restrictions, how to fill in the forms, the steps in submission, etc. so that the club can use a matching grant for the project.

## 13. SISTER CLUB/S

The IPP may be in the best position to provide a list of Sister Clubs, the contact persons, the name of the current President, as well as, the relationship status and whether there are any exchange of projects or activities. The IPP could advise whether the sister club relationship should be renewed or terminated.

## 14. CLUB CULTURE

The IPP could advise the Board on the club culture and the rationale for them, as well as, whether there is a need to continue with them.

## 15. GENERAL CORRESPONDENCE

Very often the President will receive correspondence from RI, the District or other Clubs and would not know what action to take. The IPP should provide that useful guidance. When the club changes or cancels the date of a meeting, the IPP should advise the action that needs to be taken.

The IPP could advise on even letters to members, like letters to members who are absent for weekly meetings.

**The IPP also has an important role in keeping the club connected to the District and Rotary International, as follows:**

### 1. RI OFFICIAL DIRECTORY FORM

The form will be sent to the Club Secretary sometime in October or November and the information required is, who is the President and Secretary of the next Rotary Year. The form should not be filed up but instead be given to the President Elect so that action can be taken. If the particulars are not sent to RI by the 15<sup>th</sup> of January, the club's President and Secretary will not be listed in the RI Official Directory. The form must be filled and copies must be sent to the DG and the DGE. The IPP must remind the Club of this very important information.

### 2. CLUB DATA FORM AND PHOTOS FOR DISTRICT DIRECTORY

The Club Data form including that of the President, Secretary and President Elect (with photos) must be sent to the DGE, as the information is required for the District Directory. The IPP can help the DGE on this.

### 3. ATTENDANCE AT PETS/SETS

The attendance of the President Elect and Secretary Elect for the PETS/SETS is compulsory. At times we have re-cycled Presidents or Secretaries, who think they already know their jobs. They

will be very surprised that the information provided at the PETS/SETS is updated every year. The IPP should stress on this and ensure that they attend.

#### 4. ATTENDANCE AT DISTRICT ASSEMBLY AND CONFERENCE

All Rotarians should attend the District Assembly and Conference. There are great benefits in terms of information gained and friendships made. It is also a wonderful opportunity for Rotarians to network. The IPP should get more of the club's Rotarians to attend. (The IPP of course must attend himself /herself also).

#### 5. ATTENDANCE AT MID-TERM REVIEW MEETING

The mid-term review meeting is designed to assist clubs and Presidents. It is an avenue for the President to seek support and advice on projects and issues. The IPP should ensure and encourage the President to attend and if totally unavoidable, then the Vice President must represent the club.

#### 6. ATTENDANCE AT GROUP PRESIDENTS' MEETING

The Group Presidents' monthly meetings are very important, as it is an avenue for the Presidents to share their successes and failures. At these meetings, support can be solicited and advice obtained on a wide variety of issues. In addition, joint activities can be planned. It is a golden opportunity to widen one's view of Rotary and the networking opportunities it provides. If the President is unable to attend, the VP or Secretary or IPP should attend. The club must not hesitate to bring up the club's problems for discussion as good advice will be given.

#### 7. SUBMISSION OF CLUB'S MONTHLY ATTENDANCE REPORT

The IPP should assist the club on how to fill up the attendance report and to whom it should be sent, as well as, what the last day of submission is. Information such as the right to make amendments and the consequences of failure to make the submission should also be told.

#### 8. SUBMISSION OF ROTARACT & INTERACT CLUBS' REPORT TO RI

Rotary Clubs who sponsor Interact and/or Rotaract Clubs have an obligation to ensure that the RI Annual Interact and Rotaract Club Reports are returned to RI. Failure to do so will have far fetching consequences, like de-registration and outdated contact address.

#### 9. SUBMISSION OF RI AND ROS RETURNS

The IPP should advise the club on when to submit the club's RI/ROS returns, as well as, how to submit the RI/ROS returns and the time given for the submissions. In the RI returns, remember to delete ex-members and also report new members or members who have changed their addresses. The IPP must ensure the payment of the club's RI/District dues.

#### 10. SUBMISSION OF CLUB PROJECTS FOR RI AND DISTRICT AWARDS

The IPP should advise the club on the rationale for the submission of the club's projects for the district awards. Show the club how to prepare the projects to be implemented, so as to simplify the submission of the project reports. Also teach how to write-up the project.

### **CONCLUSION**

The IPP must always support the actions of the President and the Board. Any difference of opinion should be voiced at the Board meeting. Thereafter the IPP must support the Board. The IPP must also garner support for the Board's actions. The IPP's role in the Board is to advise the Board and guide the Board in their decisions. There must be total and not partial support.

The important role of the IPP is to garner support for the Board. As an IPP, the club members will listen to him/her and the IPP must capitalize on this to diffuse any dissension.

Many IPPs just cannot accept the fact that they are no longer the President. They want to still run the club and thus get into arguments with the President and the Board. You had your chance. Let your successor have his/her chance. The current President may not run the Club the way you did or the way you wanted but then he/she is a different individual. Accept the leadership. Don't try to be the President again! Always allow the President to run the club his/her way for the year.