



## QUESTIONS FOR AG/PRESIDENTS ON HANDOVER

### 1. Handover Process and Checklist:

- a) Each 1 July (the start of new Rotary year), a new leadership team comprising the Rotary Club President and Club officers (who collectively make up the Rotary Club Board) takes office for a period of one year.
- b) As part of this annual transition to a new Rotary Club leadership team, it is necessary and important for the outgoing leadership team to do a proper handover of the Club documentation, records and other information for the incoming leadership team.
- c) The incoming and outgoing leadership team should have at least three joint board meetings as part of this handover process. These joint meetings must be held before the end of 30 June of the Rotary year with the first meeting being held no later than 30 March and the second no later than 30 April of the Rotary year. The purpose of these joint board meetings is to familiarize the incoming leadership team with the running of a Rotary Club board and start understanding the Club's strategy, service activities and projects, membership, finances amongst other aspects.
- d) At least one of these two meetings is to be designated as a special handover joint board meeting and should form part of the Club year planner. This special joint board meeting should be devoted to a handover of Club documents and a handover by each outgoing board member to their incoming counterpart of the key information relating to their docket.
- e) At the completion of this process, a sign-off should be completed by the incoming and outgoing boards to confirm whether the information is provided and what is pending or not available. The schedule of handover documents and information in Part 2 below must be completed as part of this formal handover and sign off.
- f) The Club's incoming and outgoing Assistant Governors should monitor the handover process to ensure it goes smoothly and also witness the sign off.

### 2. Handover Documents and Information

Club Documents The original documents should be provided. In the absence of the originals, copies should be provided electronically via email.

The documents below need to be provided to the Incoming Club President and Secretary.

- 1. Club Charter Certificate from RI
- 2. Current Club Constitution
  - 2.1 Has it been ratified by members and falls in line with the District By-laws?



2.2 Do the constitution/bylaws have a mechanism for removing unpaid members from the RI portal before RI invoices are calculated?

3. Current Club By-laws
4. Copies of all Club policies as per the Governance Guidelines
5. Registration under Societies Act
6. Copy of Club Plan for the prior year
7. Minute Book/ Soft copies of minutes of Board meetings held in the last Rotary year<sup>4</sup>
8. Minutes of Club Assembly meetings held in the last Rotary year

#### Notes

- i) If the original Club Charter is not available, it may be requested from RI.
- ii) The policies developed by the Club as per the Governance Guidelines introduced in 2021/22 need to be included as part of the handover.
- iii) It is noted that a number of clubs are already registered under the Societies Act. An effort is underway to ensure all Clubs and/or the Clubs in Kenya are appropriately registered. It is understood Rotary in Ethiopia is registered under the requirements in Ethiopia.
- iv) Strictly speaking, from a governance and risk mitigation point of view, each Club must retain its board minutes for a period of at least six years either physically or electronically. It is recommended each Club put in place an effective process to ensure this is done. A Club is encouraged to consider having a safe deposit box where hard copy Club documentation is stored and use the electronic copies of documents during the handover to reduce chances of temporary or permanent loss.

### 3. Financial Information

The information below needs to be provided to the Incoming Club President and Treasurer.

1. Details of all Club bank accounts, separated between project designated accounts and Club funds, showing account numbers, signatories, bank resolutions and mandates, bank statements, including Mpesa accounts etc. The latest bank account statements for the previous year should be provided as part of the handover.

The Club signatories and mandates for bank accounts should be in line with the Club by-laws and will need to be updated in line with the requirements in the By-laws.

The Club By-laws need to provide that the signatories of all Club accounts must include the sitting President and at least of the Club Secretary and Treasurer and that the signatories be changed annually as the Club changes its officers.

The Club By-laws also need to provide that if a member who is a signatory to a grant or project account ceases to be a Club member, then the signatories need to be immediately changed to replace the member whose membership has ceased.



2. Copy of any Club authority matrix to show authority levels for decision making on Club and project expenditures.
3. Financial statements for the Club for the financial year. Completed and reconciled.
4. Breakdown of the current payables & receivables (as per Club accounts) including outstanding Club membership dues and payables to RI, District etc.
5. Have signatories been changed on EVERY bank account?
6. Are there any NON-MEMBERS who remain as signatories on any club bank account?
7. Any Financial MOUs with the District or others
8. Have you read the financial management MOU to the incoming board, so they understand the procedures and policies?
9. Past 5-year financial records as required by Record Retention.
10. All documents relating to Global Grants, District Grants and District to Club, Club to Club projects. The records from any audit of club grants, whether technical or forensic.
11. Any other Financial Information

#### **4. Handover to Secretary (or VP or Executive Admin)**

Club Society registration and any other legal document

Bell & Chain. Membership Book, Set of Meeting Minutes, including Board & Club Assembly

#### **5. Outgoing Board feedback:**

- a) Strengths:
- b) Weaknesses:
- c) Concerns with board members:

#### **6. Incoming Board feedback:**

- a) Did the President attend PELS?
- b) Strengths:
- c) Weaknesses:



d) Concerns with board members:

This document is accurate to the best of my knowledge:

Signed by:

Outgoing President

Outgoing AG

Incoming President

Incoming AG

**Critical Dates**

31 March - Deadline for renewal of Society Registration

DCA and other fixed dates for District Events