

Rotary D9520 – Preparing for Your Year 2018-19

April 2018	
If you haven't already done so, approach people to be on your Board , and work with them to structure their committees.	
Review the Club's constitution and By-laws . A copy of any updated constitution needs to be submitted to Consumer and Business Services in South Australia, Consumer Affairs Victoria or Fair Trading in New South Wales.	
Encourage your Board members – and other members are welcome – to attend District Assembly at Unity College, Murray Bridge on May 28th 2017 . They should come along to be updated on what is new in Rotary and specifically in their portfolios. It is also a great chance to build a network of Rotary friends.	
Check with the current President that the Treasurer has things in hand to be able to complete the year's financial books at the end of June and will be able to hand over what will be needed in July.	
Make sure you have registered on RI's website - i.e. My Rotary . Practise using this website and explore what it offers and how to access things. A great resource and it is being consistently enhanced by RI to make it easier to use.	
Become familiar with the District website at www.rotary9520.org . Make sure you can log on as a Member and become familiar with the Administration page. The District will be increasingly using the ClubRunner database, so it is important you are familiar with its functions. Consult the ClubRunner Guide on this USB stick for performing basic tasks.	
<p>Locate the following:</p> <ul style="list-style-type: none"> • The Club's ABN • The Club's Incorporation number • The Club's RI number • A copy of the Club's Constitution and Bylaws, updated after the 2016 Council on Legislation 	

May 2018	
Attend the District Assembly , together with as many of your Board as possible.	
Organise a planning meeting for your Board: - What will be each person's responsibilities? - What will be carrying over from the current year? - What strengths does the club have to build on? - Where could improvements be made? - What projects will you focus on? - Will you want to apply for a District Grant from the Foundation. (Information about District Grant application process can be found on the District Website at http://rotary9520.org/Page/humanitarian-grants-program)	
Create a Club calendar with board meetings and club assemblies in place.	
Decide how you will organise and run your meetings . An agenda for dinner meetings and one for board meetings is essential.	
See that the outgoing and incoming treasurers are working on a Club Budget for your year - What will you allocate to which programs? Discuss and review Club Fees .	
Check that you know the following: <ul style="list-style-type: none"> • The Club's ABN • The location of the Club's Incorporation Certificate (Public Officer) • The location of the Club's Charter • How to look up something in the Manual of Procedure (Go to www.rotary.org; click on My Rotary; Click on Learning and Reference; Click on Documents.) 	
Applications for NYSF 2018 close May 31 st 2018.	
Liaise with the outgoing President re the Changeover function - What will be your role? What will you have to do?	
Check with the outgoing secretary that membership details are up to date and accurate as at June 30 th on the RI website, as this will determine the dues that will be paid in July. (The amount cannot be changed!)	

June 2018	
Have a combined Board meeting with the out-going Board to discuss the hand-over of materials and projects etc.	
Make sure the Treasurer has arranged to change the signatures at the bank - will probably need to take a copy of the minutes of the AGM appointing the new club leadership (President & Secretary).	
Take part in the Club Changeover as planned.	
Have your Board assist you to enter all your goals onto Rotary Club Central . This approach will avoid the need to fill out any planning documents for the DG's visit. More importantly, it will help make your year as President much easier.	
<p>Think about how you might cater for the following important ways to build a strong and caring club by remembering the welfare of your members ... people who have no particular role on your board may be given responsibilities here:</p> <ul style="list-style-type: none"> • <i>Establish a system to follow up and stay in touch with club members who have missed recent meetings to make sure everything is OK.</i> • <i>Invite members to bring their partners and/or children/other family members to a club meeting or club event on a regular basis.</i> • <i>Send a gift subscription of Rotary Down Under to the partner of a deceased club member.</i> • <i>Acknowledge the importance of Rotarians' families and their contribution to our club's success.</i> • <i>Re-connect with people who have benefited from Rotary in the past: Scholarship recipients, short or long-term exchange students, RYLA participants, contest winners, service project participants, and anyone who has been touched by the club in the past.</i> • <i>Maintain relationships with the family of deceased Rotarians and spouses and encourage them to continue their involvement in Rotary;</i> • <i>Find ways to honour or otherwise recognise Rotary club members throughout our community.</i> • <i>Establish a sister club relationship with an international club.</i> • <i>Organise community activities wherein you give help to people in need eg cleaning up a yard, visiting the elderly or frail, providing transport - in this way, show publicly the human face of Rotary.</i> 	

Notes:

July 2018 - No theme this month	
Hold a Club Assembly for discussion of club matters.	
Inform Club Members of this year's yearly/half yearly fees and that they are due 31st July and January 31 st .	
Make sure to start a record of your year's important documents - list of members, list of Board members with birth dates and addresses (requirements of incorporation); somewhere to store your board meeting, club assembly and AGM minutes etc.	
Appoint/reappoint Club Public Officer. If you appoint a new Public Officer, notify the Consumer and Business Services in South Australia, Consumer Affairs Victoria or Fair Trading in New South Wales.	
Set the date for the Club's AGM.	
Set a date for your Changeover and inform the District Governor Bob Cooper (kimjharvey61@gmail.com) and District Secretary Peter Hammond (peter_h@bigpond.net.au) of this date	
By 31 July: Ensure Secretary / Treasurer has received the Club Invoice and has arranged payment. Pay District Dues to District Treasurer once checked and pay RI Dues.	
Feature the new theme in your meetings: ' Rotary: Making a Difference ' - Discuss what it means to each member, and how it can be put into practice in your club.	
Introduce the new RI President (Barry Rassin) to your club - who is he and what does he aim to achieve?	
Outline the Presidential Citation for this year to your members. How can you incorporate these goals into your planning for the year? A copy of the Presidential Citation is provided at PETS.	
Hold a Board meeting.	

Notes

CLUB INVOICE FAQ

WHEN WILL MY CLUB RECEIVE THEIR INVOICE?

Invoices will be sent to clubs by the end of January and July.

HOW MUCH TIME WILL I HAVE TO REVIEW AND PAY OUR INVOICE?

Clubs are required to pay the balance upon receipt of the invoice.

As of January 2015, clubs are subject to termination for nonpayment of dues 120 days after the club invoice is issued.

WHO CAN PAY MEMBER DUES?

You are authorized to pay member dues if you are a Rotary club president, secretary, executive secretary/director, treasurer, membership chair, or Rotary Foundation chair.

HOW DO I PAY CLUB DUES BY CHECK?

If checks are an acceptable form of payment in your area (ask your district's [financial representative](#)):

Find your club invoice in the Club Finances section of Club Administration.

Make the check payable to Rotary International and include your club's name and number and the invoice number on it.

Mail the bottom portion of the invoice and your check to the address on the invoice.

HOW DO I VIEW MY CLUB'S CURRENT BALANCE?

Find your [Daily Club Balance Report](#) in the Club Finances section of [Club Administration](#). The information in this report is updated daily and will reflect recent payments and member adjustments.

District governors and assistant governors can also view this report.

WILL I RECEIVE AN ELECTRONIC COPY OF THE CLUB INVOICE OR A PAPER COPY?

If you have reported the email addresses of your club officers and/or your club's permanent email address, you will receive an email notification when your invoice is ready to be viewed online. You will receive the paper invoice if you have not reported club officers' names and email addresses or if you have not opted out of receiving the paper invoice.

HOW CAN WE STOP RECEIVING PAPER COPIES OF THE INVOICE?

Select Edit invoice preferences in the Club Finances section of [Club Administration](#). You can change your delivery option before 1 January or 1 July for each invoice period.

WHAT IS THE DEADLINE FOR REPORTING MEMBERSHIP CHANGES TO ENSURE THAT MY CLUB'S INVOICE REFLECTS OUR CURRENT MEMBER LIST?

Your club invoice is calculated by the number of members in Rotary's database on 1 January and 1 July. You should register new members and remove terminated members within 30 days, or by 1 January or 1 July, whichever is sooner.

Membership is calculated based on a member's admission or termination date, and **not** the date the change was entered. For example, if a club officer removes a member from the club's membership list on 28 December, but enters 27 January for the effective date, that member will still be included on the club's January invoice because they are still an active member on 1 January.

SHOULD WE CONTINUE TO USE THE INTEGRATED LOCAL DATABASE WE'VE BEEN USING TO MAKE MEMBER UPDATES?

Yes. If your club uses an integrated local database, you should always make your member updates in that instead of on Rotary.org. The same integration rules will apply, and the updates will satisfy the new reporting policies as long as they are made within 30 days of the membership change. For questions about member data integration and whether your database is integrated, see integration options on the [Member Data Integration page](#).

Note: Updates made on Rotary.org are immediately reflected in Rotary International's database. Updates made using an integrated local database require time for manual processing. We strongly advise you to send your changes well before the deadline so the data can be updated and the bill generated on time.

WHY DOESN'T ROTARY'S DATABASE REFLECT THE CHANGES I REPORTED USING AN INTEGRATED LOCAL DATABASE?

The most common reason is that the local database was not officially integrated with Rotary's. Find instructions on Member Data Integration for Signing up and activating your agreement with your vendor partner organization. Consult your local database provider if you have questions.

WHAT IS THE DEADLINE FOR UPDATING MY CLUB'S MAGAZINE SUBSCRIPTIONS IN ORDER FOR THAT TO BE REFLECTED ON THE INVOICE?

You must make updates to your magazine subscription information by 1 January and 1 July.

Report subscription changes (switching from The Rotarian or Revista Rotaria to an approved regional magazine or vice versa, or a change in delivery format, including bulk distribution) to Data Services at data@rotary.org and to the regional magazine's office, if applicable. The subscription to the chosen publication will continue for the entire billing period.

MY CLUB WAS BILLED FOR AN INCORRECT NUMBER OF MEMBERS. CAN I MAKE ADJUSTMENTS ON THE CLUB INVOICE?

No, you cannot make adjustments on the club invoice. Clubs are billed for all active members as of 1 January and 1 July and are required to pay the amount that appears on the invoice. It is essential to keep your club's member data current so you receive a correct invoice.

You can update your club membership in [Club Administration](#). Or email [RI Data Services](#) or fax or mail your member changes to your Rotary International office or fiscal agent.

WILL I RECEIVE A LIST OF MEMBERS WITH MY CLUB INVOICE?

No. Starting with the July 2015 club invoice, we will no longer send you a list of members. Club officers can find their official member list by going to the Club Reports section of [Reports](#).

WHY AREN'T MY CLUB'S HONORARY MEMBERS LISTED ON MY CLUB INVOICE?

Your club invoice is not the same as your list of members. The invoice contains financial information only -- the member dues and magazine subscription fees your club owes to Rotary International.

Therefore, only the honorary members who subscribe to The Rotarian or another Rotary magazine are listed on the details report. If you know that your honorary member has a subscription but is not listed on the club invoice, please email [RI Data Services](#).

To see a list of all your Rotary club members, including honorary ones, go to the Reports section.

MY QUESTION ABOUT CLUB DUES WASN'T ANSWERED HERE. CAN SOMEONE HELP ME?

You can send general questions to clubinvoice@rotary.org and one of our staff will contact you. If you have specific questions, please ask your financial representative or your Club and District Support representative.

August 2018 - Membership and Extension Month

Arrange for the Club's finances to be audited by an approved person.

Some ideas for Membership Month

- **Take turns inviting guests.** Members should take turns inviting prospective members to club meetings. At least one member should be expected to bring a guest every week. This effort could be conducted in alphabetical order, based on the members' first or last names. This consistent approach to growth helps get members in the habit of identifying prospects and asking them to join.
- **Organize teams. Organize teams of 4 or 5 club members.** The goal of each team is to recruit one new member within 3 or 4 months. Each team needs one member who is active in the community, one knowledgeable about Rotary and one who is prepared to make cold calls to sell Rotary.
- **Go public.** Ask one or two members to work on a public relations campaign, sending news releases about your club to local newspapers, radio and TV stations or put up a billboard or use truck ads to promote Rotary. Make sure to include a contact phone number, e-mail address or web site.
- **Feature great programs.** Once you succeed in getting guests to a meeting, make sure they like what they see. Organize interesting club meeting programs that will make those guests want to come back for more.
- **Educate members.** The more your members know about Rotary, the better they will be able to sell Rotary to prospective members. Make sure your club meetings feature regular Rotary education segments. One program every month should be on a Rotary topic.
- Explore the possibility of establishing a Rotary Community Corp or Satellite Club in your area.

<https://www.rotary.org/myrotary/en/take-action/empower-leaders/organize-rotary-community-corps>

<https://www.rotary.org/myrotary/en/document/satellite-club-frequently-asked-questions>

- **Start a speaker's bureau.** Just as outside speakers promote their causes to your club, your members can visit other organizations and talk about how they are helping the community, eradicating polio and sending more than 7,000 Youth Exchange Students around the world. While they're speaking, they can hand out club your club brochure.
- **Make the most of your service projects.** Every time your club conducts a service project (which is hopefully often); promote Rotary to those you're serving. If your club invites the parents of scholarship winners or outgoing Youth Exchange Students to club meetings, give them information on Rotary and encourage them to join. If your club makes a contribution to a local charity, ask the staff members to visit your club.
- **Learn from others.** Scan your district bulletin and other publications for news of clubs that have recently grown. Pay those clubs a visit and find out how they increased their membership. Observe how they handle their meetings and welcome guests to the group.

<ul style="list-style-type: none"> • Sing your praises. Don't be bashful about your involvement in Rotary. Whether at work or at play, talk up Rotary to those around you. You never know when you might strike a responsive cord with someone just waiting to get involved. Always wear your Rotary pin. • Increase your circulation. Does your club send a bulletin to members before every meeting? Why not increase its circulation? Send copies to prospective members, to media professionals and to former members. Add a personal note on each, inviting the recipient to attend the next meeting. • Roll out the welcome mat. Whenever guests come to a meeting, make them feel right at home. Encourage your members to introduce themselves and talk up the club. Many clubs assign one or two long-time members to accompany the prospect and make sure he or she gets a good introduction to your Rotary Club. First impressions are important. • Put prospects to work. If your club is planning an upcoming service project, ask several prospective members to get involved. Why wait until they join the club? Perhaps hands-on involvement in a service project may be just the thing to prod some good prospects into making a commitment to Rotary. • Plan a fun event and invite prospective members. 	
Hold a Board meeting	

Notes

September 2018 - Basic Education and Literacy Month

Include this information in your club bulletin this month, and discuss it in a meeting.

The fifth Area of Focus for the Rotary Foundation Global Grants Program is **Basic Education and Literacy**. Below is a summary of how they see this best undertaken in developing countries:

Rotary supports activities and training to improve education for all children and literacy for children and adults.

Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to ensure that all people have sustainable access to basic education and literacy by:

1. Involving the community to support programs that strengthen the capacity of communities to provide basic education and literacy to all.
2. Increasing adult literacy in communities.
3. Working to reduce gender disparity in education.
4. Supporting studies for career-minded professionals related to basic education and literacy.

Some ideas for Literacy Month:

- *Make Literacy the focus for one of your meetings - invite a Literacy teacher as guest speaker.*
- *Contribute an article to your local paper outlining some of Rotary's literacy projects*
- *Present a literacy award to a teacher, librarian, author, illustrator, bookseller, journalist, etc, and publicise the award(s).*
- *Approach your school to see if you can assist with reading programs*
- *Create a 'Shop or Swap' program where children can bring their books to swap with other books, or buy.*
- *Buy some picture books or early readers and present them to your school (maybe \$250). Publicise.*
- *Find out about the Dolly Parton's Imagination Library which now operates in Australia. You may be able to participate. www.imaginationlibrary.com*

Hold a Board meeting

Notes

October 2018 - Economic and Community Development Month	
<p>Include this information in your club bulletin this month, and discuss it in a meeting:</p> <p>The sixth Area of Focus for the Rotary Foundation Global Grants Program is Economic and Community Development. Below is a summary of how they see this best undertaken in developing countries:</p> <p>Rotary supports investments in people to create measurable and enduring economic improvement in their lives and communities.</p> <p>Area of Focus Statement of Purpose and Goals</p> <p>TRF enables Rotarians to invest in people by creating sustainable, measurable and long term economic improvements in their communities and livelihoods by:</p> <ol style="list-style-type: none"> 1. Building the capacity of entrepreneurs, community leaders, local organizations, and community networks to support economic development in impoverished communities. 2. Developing opportunities for productive work. 3. Reducing poverty in underserved communities. 4. Supporting studies for career-minded professionals related to economic and community development. 	
<p><i>Some Ideas for Economic and Community Development Month:</i></p> <ul style="list-style-type: none"> • <i>Ask members to find articles in RDU or The Rotarian that deal with this issue and discuss how your club might do something similar in the future.</i> • <i>Find out what other clubs have achieved in this Rotary District to improve their local communities.</i> • <i>Write an article for your local newspaper that outlines some of the ways your club has contributed to the welfare of your community over the years.</i> • <i>Create a display of the above for your local library or other suitable venue.</i> • <i>Hold a discussion in your club about what elements in your own local community could be improved using your members' skills, knowledge and service commitments. Use this discussion to draw up a list of potential local projects for the future.</i> • <i>Update your club's goal achievements on Rotary Club Central.</i> 	
Hold a Board meeting.	
Celebrate 'Hat Day' in conjunction with Australian Rotary Health fund and awareness raising.	
Hold a Club Assembly.	

Notes

November 2018 - Rotary Foundation Month

Some ideas for Rotary Foundation Month:

- *Have someone give a 3-5 minute talk each meeting about one of the Foundation programs - e.g. District Grants, Global Grants, PolioPlus campaign, Peace Scholarships.*
- *Ask the District Rotary Foundation Chair (PDG Jerry Casburn) to address your club about the Foundation.*
- *Find out about a couple of the projects that have been funded in the current year.*
- *Plan a local project for which you could apply for a District Grant next Rotary year.*
- *Hold a fund-raising event for the Foundation, and to publicise the work of the Foundation.*
- *Ask an alumnus to address the club about the value of their Foundation experience.*

Check that your club giving to the Foundation is on target - on Rotary Club Central.

Give your members information about the Centurion Program, or the Every Rotarian Every Year Program, and encourage every member to participate.

Hold a Board meeting.

Notes

December 2018 - Disease Prevention and Treatment Month	
Hold your AGM.	
Put next years' board members onto RI website through ClubRunner.'	
Notify DGE Kim Harvey of your President and Secretary.	
<p>Include this information in your club bulletin this month, and discuss it one meeting:</p> <p>The sixth Area of Focus for the Rotary Foundation Global Grants Program is Economic and Community Development. Below is a summary of how they see this best undertaken in developing countries:</p> <p>Rotary supports activities and training that reduce the cause and effect of disease.</p> <p>Areas of Focus Policy Statements</p> <p>TRF enables Rotarians to prevent disease and promote health by:</p> <ol style="list-style-type: none"> 1. Improving the capacity of local health care professional. 2. Promoting disease prevention programs, with the goal of limiting the spread of communicable diseases and reducing the incidences of and complications from non-communicable diseases. 3. Enhancing the health infrastructure of local communities. 4. Educating and mobilizing communities to help prevent the spread of major diseases; 5. Preventing physical disability resulting from disease or injury. 6. Supporting studies for career-minded professionals related to disease prevention and treatment. 	
<p><i>Some ideas for Disease Prevention and Treatment Month:</i></p> <ul style="list-style-type: none"> • <i>This is the perfect time to highlight Rotary's work to eradicate polio. Remember that newer members will not necessarily know the history of this program.</i> • <i>Ask a local doctor to speak to you about attitudes to vaccination in our community and the ramifications of that.</i> • <i>Ask a dentist to speak to you about dental health.</i> • <i>Learn more about the work of Interplast, ROMAC, etc.</i> 	
Hold a Board meeting	

Notes

January 2019 - Vocational Service Month	
By 31 January: Ensure Secretary/reasurer has received the Club's Invoice from RI and has arranged payment.	
NYSF National Youth Science Forum in Canberra.	
***Register for the District Conference in Broken Hill, from April 5th - 7th 2019. Continue to encourage attendance by as many members and partners as possible.	
Vocational Service focuses on: <ul style="list-style-type: none"> • Adhering to and promoting the highest ethical standards in all occupations. • Recognizing the value of all useful occupations, not just those that are pursued by Rotarians. • Contributing one's vocational talents to meeting the needs of the community. 	
Some ideas for Vocational Service month: <ul style="list-style-type: none"> • <i>Sponsor a Four-Way Test essay or speech competition for young people.</i> • <i>Get actively involved in providing career information for local school students.</i> • <i>Use classification talks by club members for at least three Club meetings programs during the year.</i> • <i>Recognize the importance of high ethical standards and public values by giving an award to honour an individual who exemplifies such traits.</i> • <i>Routinely provide a copy of The Four-Way Test and the Declaration of Rotarians in Businesses and Professions to all new club members as they join the club.</i> • <i>Post the Four-Way Test on a prominent billboard in your community.</i> • <i>Sponsor an essay contest in which participants describe how they can apply The Four Way Test to their lives. This could be for both youths and adults.</i> • <i>Introduce a "classification talk" series in which each member gives a five-minute talk on his or her vocation. These presentations give members the chance to learn the inner workings of jobs other than their own, including the various problems that arise and the solutions used to address them.</i> • <i>Help young people prepare for their careers by sponsoring a character-building project, career day, job shadowing day, or mentorship program.</i> 	
Hold a Board meeting	
Hold a Club Assembly	

Notes

<p>February 2019 - Peace and Conflict Prevention/Resolution Month</p>	
<p>**Make final arrangements to attend the District Conference in Broken Hill from April 5th - 7th 2019**</p>	
<p>Locate any District Award trophies the Club may be holding and have them ready to return to the upcoming Conference. Some may need engraving!</p>	
<p>Make submissions for District Trophies.</p> <p>Send your nominations to the District Conference Secretary, Kate Davies. Email address: kathryndavies@westnet.com.au</p> <p>Information can be found on the District website http://rotary9520.org/Page/district-awards. Where written applications are required, the applications must reach the District Governor (kimjharvey61@gmail.com) not later than February 28th 2019.</p>	
<p>Include this information in your club bulletin this month, and discuss it one meeting:</p> <p>The first Area of Focus for the Rotary Foundation Global Grants Program is Peace and Conflict prevention / Resolution. Below is a summary of how they see this best undertaken in developing countries:</p> <p>Rotary supports the training, education, and practice of peace and conflict prevention and resolution.</p> <p>Area of Focus Statement of Purpose and Goals</p> <p>TRF enables Rotarians to promote the practice of peace and conflict prevention/ resolution by:</p> <ol style="list-style-type: none"> 1. Training leaders, including potential youth leaders, to prevent and mediate conflict; 2. Supporting peace-building in communities and regions affected by conflict; 3. Supporting studies for career-minded professionals related to peace and conflict prevention/resolution. 	
<p>Ideas for Peace & Conflict Prevention/Resolution Month:</p> <ul style="list-style-type: none"> • <i>During this month, Rotary clubs focus on projects and programs that promote peace and reduce conflict in our communities and around the world.</i> • <i>Ask someone to address the club about the psychological effects of conflict.</i> • <i>Have a speaker on reducing alcohol related conflict amongst young people; or ask a group of young people come to speak to you about the issue and how it could be addressed from their perspective.</i> • <i>Educate youth on preventive measures to avoid conflict.</i> • <i>Seek a sister club from another part of the worl.</i> • <i>Put some money towards a ShelterBox.</i> • <i>Find out about, take part in training programs or campaigns to address negative social dynamics in a community, including but not limited to overcoming racial</i> 	

differences.

- *Learn about Rotary's Peace and Conflict Resolution programs.*
- *Contribute to a district scholarship for graduate-level study in programs related to peace and conflict prevention/resolution.*
- *Have a quiz using a PowerPoint to see how many members will recognise flags from around the world. The same thing can be done with photos of cities, or monuments, or famous people, anything that makes us think about other people in other places.*
- *Have a speaker who has emigrated to Australia speak about their experiences.*
- *Pause each meeting to remember Rotary's quest for goodwill, peace and understanding among people of the world.*
- *Update your club's goal achievements on **Rotary Club Central**.*

Hold a Board meeting

Notes

March 2019 - Water & Sanitation Month	
Last days to book for the District Conference in Broken Hill from April 5th - 7th 2019	
Applications for NYSF 2019 open March 1 st 2019 and close on May 30 th 2019.	
<p>Include this information in your club bulletin this month, and discuss it one meeting:</p> <p>The third Area of Focus for the Rotary Foundation Global Grants Program is Water and Sanitation. Below is a summary of how they see this best undertaken in developing countries.</p> <p>Rotary supports activities and training to provide access to safe drinking water and basic sanitation.</p> <p>Area of Focus Statement of Purpose and Goals</p> <p>TRF enables Rotarians to ensure that people have sustainable access to water and sanitation by:</p> <ol style="list-style-type: none"> 1. Providing equitable community access to safe water, improved sanitation and hygiene. 2. Strengthening the ability of communities to develop, fund and maintain sustainable water and sanitation systems. 3. Supporting programs that enhance communities' awareness of the benefits of safe water, sanitation and hygiene. 4. Supporting studies for career-minded professionals related to water and sanitation. 	
<p>Ideas for Water and Sanitation Month:</p> <ul style="list-style-type: none"> • <i>See if someone can come to speak to you about their water project.</i> • <i>Find examples of projects in this field in RDU and highlight them one meeting.</i> • <i>Explore the water situation in your local community - do you have plenty, what is its future, what risks are there to deal with in the future?</i> 	
Hold a Board meeting	

Notes

April 2019 - Maternal and Child Health Month

Include this information in your club bulletin this month, and discuss it one meeting:

The fourth Area of Focus for the Rotary Foundation Global Grants Program is **Maternal and Child Health**. Below is a summary of how they see this best undertaken in developing countries:

Rotary supports activities and training to improve maternal health and reduce child mortality for children less than five years.

Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to improve the health of mothers and their children by:

1. Reducing the mortality and morbidity rate for children under the age of five years.
2. Reducing the maternal mortality and morbidity rate.
3. Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children.
4. Supporting studies for career-minded professionals related to maternal and child health.

Ideas for Maternal and Child Health month:

- *Ask members to locate an article from the current or past RDU or Rotarian that highlights the work of Rotary in the field of Maternal and Child health.*
- *Write about this topic in your local newspaper.*
- *Find out about the Days for Girls project (www.daysforgirls.org) and consider putting together some items for this wonderful program.*
- *Have a local doctor speak to you about any issues in Australia, or overseas.*

Plan the Club Changeover. See that the Annual Report will be completed on time, and that any annual awards are organised.

Check with your Treasurer that the books will be ready for audit as soon as possible after the end of June.

Hold a Board meeting

Hold a Club Assembly

Notes

May 2019 - Youth Service Month	
<p>Ideas for Youth Services month:</p> <ul style="list-style-type: none"> • Recognize students who exemplify Rotary’s ideals of service by offering awards and scholarships for exemplary young people in your community. • Involve local youth in fundraising efforts that support projects for young people in the community or around the world. • Support youth through community service projects such as donating books and dictionaries to school libraries. • If you have a teacher Rotarian, consider starting an Interact club in the teacher’s school. • Use your meetings to make sure all members know a little at least about all the youth programs - YEP, NYSF, RYPEN, RYLA, RYDA. • Ask a former YEP student to speak to the club about their experiences and how they have impacted their life. 	
Liaise with the incoming President re the Changeover function - What will be your role and their role? What will you both have to do?	
See that invitations to the Club Changeover are sent out – check distribution list.	
Applications for NYSF 2020 from Year 11 students (2018) need to be to clubs by May 31 st 2018.	
Make decisions with your club members about the disbursement of funds at the end of your year.	
Hold a Board meeting	

Notes

June 2019 - Rotary Fellowships Month	
Have everything ready to hand over to the incoming Board.	
Hold a combined Board meeting to discuss the hand-over.	
The Club Changeover!!! Almost there!!!	
<p>Ideas for Rotary Fellowship Month:</p> <ul style="list-style-type: none"> • <i>Learn more about Rotary Fellowships. How to get involved? Rotary Fellowships are autonomous, international groups of Rotarians, Rotarian spouses, and Rotaractors who join together to enjoy fellowship through a shared interest, make new friends around the world, explore new opportunities for service, have fun and enhance their Rotary experience.</i> • <i>Consult the Rotary Fellowship Directory (Google it) to get in touch with group(s) you are interested in.</i> • <i>Consider joining a Rotary Fellowship that addresses your interest.</i> • <i>Have a member of a Fellowship speak about how this contributes to their Rotary experience</i> 	
Update your club's goal achievements on Rotary Club Central .	

Notes