

CLUB ADMINISTRATION



Responsibilities



Delegation



Communication



Resources

Session Topics

What, When & How:

SESSION GOALS

Understand the policies and procedures needed to operate a Rotary club

Understand the club's administrative requirements

Develop new ideas for weekly club programs

- Budget & Finances
- Administrative Responsibilities
- Reporting Requirements
- Goal Setting
- Creative Program Strategies
- Club Constitution & Bylaws
- Club, District & International Opportunities
- Rotary Marks

SESSION OUTLINE

Rotary Club Constitution and Bylaws

Club Administration Meetings

Governor's Visit

Review

Resources in This Section

- Worksheets: Club Administration Goals
- Worksheet 8: Financial and Risk Management Best Practices Checklist
- Club Reporting Requirements, Slide
- Preparing for the Governor's Official Visit
- Liability insurance
- Club Mid-Year Checklist
- Rotary Acronyms

Resources on the Web

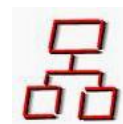
- Manual of Procedure: Part 1 – Administration, 035
- Planning Guide for Effective Rotary Clubs, 862
- Standard Rotary Club Constitution
- Recommended Rotary Club Bylaws
- Club President's Monthly Checklist
- Club Administration Committee Manual

"Teamwork has its own arithmetic. Combine two or more people with a common goal and suddenly one plus one is more than two."

Dan Zadra



CLUB ADMINISTRATION



As Club President:	WHAT am I responsible for?	WHEN do I communicate? To whom?	HOW can I delegate? To Whom?
Budget & Finances			
Administrative Responsibilities			
Reporting Requirements			
Goal Setting			



As Club President:	WHAT am I responsible for?	WHEN do I communicate? To whom?	HOW can I delegate? To Whom?
Plan & Run Meetings			
Creative Program Strategies			
Club Constitution & Bylaws			
Club, District & International Opportunities			
Rotary Marks			



Worksheet 8: Financial and Risk Management

Best Practices Checklist

Review the items on this checklist. Check the items your club already does, and circle the items you would like your club to implement. Add any additional best practices related to your club.

Financial Management

- Register the club with the government, if required.
- Submit club tax documentation, if required by the local or national tax code.
- Set up separate club bank accounts for operating and charitable expenses, and assign two signatories to each account.
- Develop a budget and follow it. (Be sure to monitor expenditures against the budget.)
- Make sure the club has a procedure for sending contributions to The Rotary Foundation and dues to Rotary International.
- Be aware of local laws regarding donated funds, and make sure those laws are being followed.
- Have the yearly financial report reviewed by a qualified accountant who is not involved with the regular management of club funds, and give a financial report to all club members.
- Make sure the club has an effective way to learn about financial best practices and that these practices are passed on to incoming officers.
- Ensure that if the club has a foundation, it is managed in accordance with local laws.
- Meet regularly with the club's treasurer to ensure the club's financial affairs operate smoothly.
- Ensure club bylaws outline the process for disbursing funds.
- _____
- _____
- _____

Risk Management

- Limit the club president's personal liability by anticipating what can go wrong and thinking about how the president or the club will respond and how any losses will be paid for.
- Use written and signed contracts and keep the documentation for several years after the event. Involve local legal counsel when negotiating contracts.
- Ensure the club has liability insurance for its activities and operations, as appropriate for the club's geographic area. Contact a local insurance agent or broker for assistance with insurance appropriate for the club.*
- _____
- _____
- _____

** Clubs in the United States and its territories and possessions are provided general liability insurance through a program arranged by RI and paid for by participating clubs through the July semiannual dues report. For more information, go to www.rotary.org and search "insurance."*

Club Reporting Requirements

SAR	Club goals using the <i>Planning Guide for Effective Rotary Clubs</i>	Use of Rotary Foundation funds
Changes in membership	Club goals using the <i>TRF Fund Development Goal Report Form</i>	
Changes in officers or meeting information	Monthly attendance figures	
Information for the <i>Official Directory</i>		



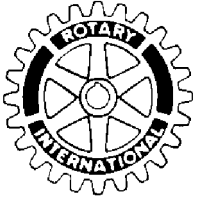
Preparing for the Governor's Official Visit

The District Governor is the only officer of Rotary International in the district and is the primary link between your club, the RI Board of Directors, and the President of RI. The Governor has spent eighteen months preparing to lead the district. A proper introduction should include information about the Governor found in the district directory and through personal conversation. The President or the Assistant Governor should introduce the Governor. Entirely at your discretion, some clubs present the Governor with a small gift to remember the club and the visit.

It is customary for the club's members to stand when the Governor is introduced.

President's checklist of preparations for Governor's (Assistant Governor's) visit:

- Confirm the visit date with the Governor and do not ask to change the date after May 1st (or when the schedule is finalized).
- Notify the Governor immediately if your club invites spouses/partners to this meeting and would like for the Governor's spouse to attend, if he/she is not already scheduled to do so.
- Submit two typed copies of the Planning Guide for Effective Rotary Clubs form to the Governor prior to July 1st (or announced schedule). A copy of this Guide is on page 120 in the Appendix of your Club President's Manual.
- Personally contact the Club Secretary to confirm their participation in the full meeting with the Governor.
- Personally contact the club's Board of Directors & other officers to assure their participation in the club assembly or board meeting with the Governor prior to the club meeting. The Avenues of Service Chairs should be prepared to discuss their plans for the year (printed summaries of these presentations are a benefit to the Governor).
- Arrange a suitable place (separate room) for the club assembly meeting prior to the club meeting.
- Be available for the full meeting with the Governor (Assembly/Board Meeting and club meeting).
- Prepare a list of questions/concerns you have for the Governor.
- Make an announcement to the club at least two or three week prior to the visit, encouraging member attendance as the club portion of the visit.
- Begin the club's meeting on time. Be certain to give the Governor at least twenty (20) minutes at the podium.



U.S. Rotary Club & District General Liability Insurance Program (“Program”) 2009-2010 Program Summary

The 2009-2010 Program Summary is an overview of the insurance provided under the Program. Nothing in this document shall be construed to extend, alter, vary, or waive any of the provisions of the policy.

The U.S. Rotary Club and District General Liability Insurance Program (“Program”) provides general liability insurance coverage to active U.S. Rotary clubs and districts (including its Rotarians and volunteers in their role as such for the club or district) for their liability arising out of bodily injury to a third party or damage to a third party’s property, subject to policy terms and conditions.

Note: The Program does not provide coverage for bodily injury or property damage sustained by a first party insured, such as a Rotarian or volunteer. All Rotarians and volunteers are expected to have their own personal health and property insurance.

All Rotary clubs and districts in the U.S. and its territories and possessions (“U.S.”) participate in the Program. The cost of each claim adds to the amount paid by U.S. Rotarians through the payment of the annual assessments collected through the July Semi-Annual Report (SAR). Because insurance assessment rates are based on the frequency and severity of claims, it is important to make safety a priority when conducting all activities and events.

If you have coverage questions, please contact:

Lockton

Phone: (800) 921-3172

Fax: (312) 681-6769

Email: rotary@lockton.com

INSURANCE WEBPAGE. For loss control guidelines and other information about the Program, please visit the insurance webpage at:

www.rotary.org/en/Members/GeneralInformation/Insurance

OBTAINING COVERAGE. Coverage for the Program is automatic for active U.S. Rotary clubs and districts. No application is necessary!

LIMITS

\$ 2,000,000	Per occurrence
\$ 500,000	Damages to premises rented to You (per premise)
\$ 5,000,000	Excess liability insurance
\$ 250,000	Self-insured retention (All claim costs paid at this retention level are paid for by assessments collected from U.S. Rotarians through the July SAR.)

COVERAGE TERRITORY

The general liability insurance provides coverage for claims that occur in the U.S., its territories and possessions, and Canada. Limited coverage is available for claims that occur worldwide, provided that the claim is brought or a lawsuit is filed in the U.S., its territories and possessions, or Canada.

The coverage territory for non-owned/hired automobile liability is limited to only the U.S., its territories and possessions, and Canada. **There is no coverage for travel in Mexico or other countries.**

INSURED ORGANIZATIONS

The following active Rotary organizations in the U.S., its territories and possessions are named insureds under the Program:

- Rotary clubs (including chartered Rotary clubs);
- Rotary districts;
- Rotary club foundations;
- Rotary district foundations;
- Interact clubs;
- Rotaract clubs;
- Rotary Community Corps;
- Certified youth exchange organizations;
- President-elect training seminar organizations (including multi-district organizations).

Insureds include members, employees, and volunteers of these organizations ***while acting within the scope of their roles for the above organizations.***

ORGANIZATIONS NOT INSURED

Below are some of the organizations that are not insured under the Program:

- Provisional Rotary organizations;
- Fellowship organizations;
- Non-certified youth exchange organizations;
- Rotary Action Groups;
- Inner Wheel organizations;
- Gift of Life organizations;
- Youthact, Earlyact or similar organizations;
- Youth exchange organizations not certified by Rotary International;
- Separate legal entities created by insureds (other than foundations).

However, clubs and districts are covered for their vicarious liability for general liability claims arising from these organizations. Vicarious liability occurs when your club/district is liable for the negligent actions of another organization, although your club/district was not directly responsible for the injury or damage.

Club Mid-Year Checklist

As you reach the mid-term of the Rotary year, you should check the following within your club to be certain that everything is on track:

1. Are your monthly attendance reports being completed promptly on the district database? Remember, using the district database for your reporting, immediately enters your report on the district database as well as sending your report to Rotary International.
2. Have the RI Semi-Annual Report and dues been returned to RI? Have the district's dues been remitted?
3. Are you planning a mid-year club assembly to see that club goals are being met? What can you achieve with such a meeting?
4. Have you requested a mid-year report from your committees?
5. Are your budget projections on target? Are monthly financial statements being made available to the club's members?
6. Have the new club officers been elected for the 2011-12 Rotary year? Have you submitted the Elections Reports to RI, the DG and the DGE?
7. Are your weekly programs providing a balance of the four avenues of service?
8. Are you promoting fellowship by encouraging club members to mingle before the meetings and sitting with different members each week?
9. Is your classification roster up-to-date?
10. Is your club emphasizing membership development?
11. Have you achieved at least 50% of your club's Foundation Annual Fund goal?
12. Has the club been effective with public relations?
13. Has your club had a meeting with the focus on youth?
14. Has your club involved youth in your service projects?
15. Are you actively seeking the Presidential Citation?
16. Is your club seeking district awards and recognitions?

ROTARY ACRONYMS



RI	Rotary International	GETS	Governor-elect Training Seminar
RIP	RI President	GSE	Group Study Exchange
RIPE	RI President-elect	IPDG	Immediate Past DG
RIPN	RI President Nominee	MOP	Manual of Procedure
PRIP	Past RI President	OD	Official RI Directory
RID	RI Director (RIDE, RIDN, PRID)	PETS	President-elect Training Seminar
AG	Assistant Governor	PDG	Past District Governor
APF	Annual Programs Fund	PHF	Paul Harris Fellow
COL	Council on Legislation	PHS	Paul Harris Society
DaCab	District & Club Data Base	RINO	Rotarian in Name Only
DG	District Governor	RSFM	Rotary Foundation Sustaining Member
DGE	District Governor-elect	RYLA	Rotary Youth Leadership Award
DGN	District Governor Nominee	SAS	Service Above Self Award
DGND	District Governor Nominee Designate	TRF	The Rotary Foundation
DETS	District-elect Training Seminar	WCS	World Community Service
DSG	District Simplified Grant	YEP	Youth Exchange Program
EREY	Every Rotarian, Every Year		