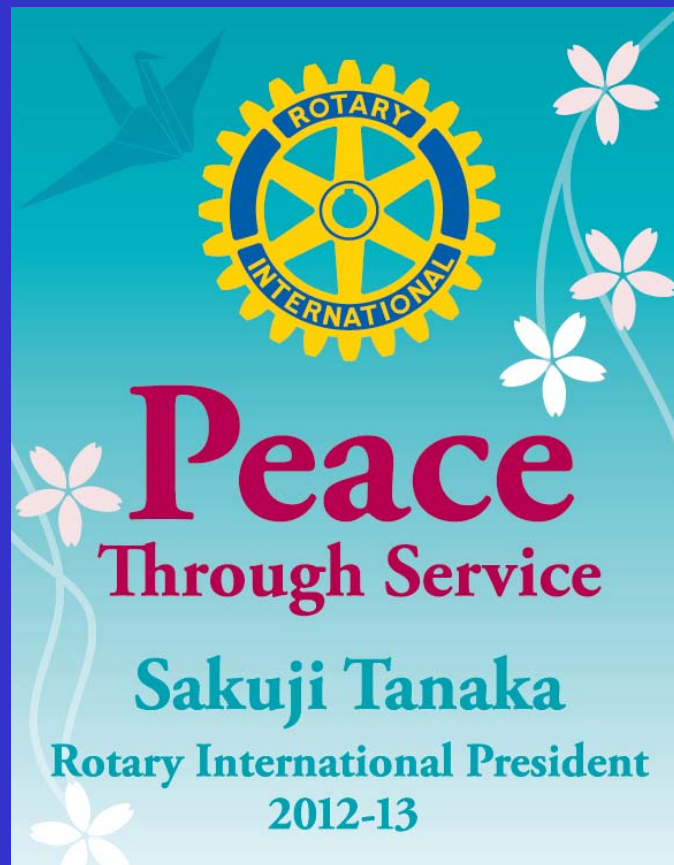




DISTRICT 7750 SECRETARY'S WORKSHOP

**Presented by
Club Administrator
Mandy Dutton
Rotary Club of Greenville**

2012-2013 RI THEME



Peace

Through Service

Sakuji Tanaka

Rotary International President

2012-13

Secretary's Role

- As Secretary, you are the link between your club and the rest of the Rotary world. You perform many vital functions for your club, the district and Rotary International. It is critical that these functions are both accurate and timely.

REPORTING REQUIREMENTS

REPORT	SUBMIT TO:	DUE DATE:
Semiannual Report*	RI	1 July and 1 January
Monthly attendance report of club meeting	DaCdb	By the 15 th of the following month
Changes in membership*	DaCdb	Ongoing
Visiting Rotarians attendance reports	Rotary Club of visitor. May be a card given to visitor.	Ongoing
Rotarian Relocation Form	Rotary Club in new community	Ongoing
Club information changes*	DaCdb	Ongoing
<i>Official Directory</i> changes*	DaCdb & RI Member Access	Ongoing
Club Officers and committee chairs**	DaCdb & RI Member Access (Secretary & President)	1 January or as soon after as possible.

*Reports to RI can be made through Member Access at www.rotary.org

Secretary's Role

- Post the membership and attendance report to DaCdb by the 15th of each month
- Send semi-annual reports (SAR) to RI as scheduled (July 1 & January 1)
- Work with all the officers and committees to support them in their assignments
- Use DaCdb & RI Member Access for managing club records

Secretary's Role

From RECOMMENDED CLUB BYLAWS –
Article 4 **Duties of Officers**

Section 4 – Secretary:

“It shall be the duty of the secretary to:

- Keep membership records
- Record the attendance at meetings
- Send out notices of club, board and committee meetings

Secretary's Role

- “Report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period (SAR)

Secretary's Role

- “Report changes in membership (DaCdb)
- “Provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month. You will also receive email reminders(DaCdb)
- Perform other duties as usually pertain to the office of secretary”

Secretary's Duties

- WEEKLY MEETINGS
 - Assisting the president
 - Supervising name badges (Adding new badges and taking out badges of terminated members)
 - Visiting Rotarians – proof of makeup
 - Collecting for meals (sometimes delegated to Treasurer)
 - Assisting arrangements for speaker (sometimes delegated to program committee)
 - Recording attendance

Secretary's Duties

- **Active Member Types**
 - **Active** – Dues, Meals (if prepaid)
 - Attendance required
 - **Rule of 85** – Dues, Meals (optional, most clubs)
 - Attendance Not Required
 - **Leave of Absence (LOA)** – Dues, Meals (optional, most clubs, LOA members should pay for their meal at the door if they attend while on an LOA)
 - Attendance excused, but counted in Active attendance and affects Perfect Attendance Record for the member
- **Honorary** – Awarded to someone who has made a tremendous contribution to the community--Listing only
 - no Dues, not a Rotarian – optional to send Rotarian Magazine -

Secretary's Duties

- Applying an Attendance Make-up – Counts as if a member was present at a meeting
 - Attends another club
 - Attends a District or RI Event
 - Service Project (min. 1 hr)
 - Committee Meeting or Board Meeting (min. 1 hr)
 - Online – E-Club
- Makeup must be within 14 days of the missed meeting to which it's applied

Secretary's Duties

- ATTENDANCE CALCULATIONS –
- Rule of 85: An Active member, at least 65 years old **AND** age plus years of membership equal 85 or more = Exempt from attendance calc.
- Rule of 85 – Page 15 of Club Secretary's Manual:
 - “count them as present if they attend a club meeting but do not count them as absent if they do not attend”

ATTENDANCE EXAMPLE

- Include Rule of 85s in the eligible member count (denominator) only if they attend
- Club has 150 Active and 20 Rule of 85 members
 - 100 Actives attend, 0 Rule of 85's attend
 - $100/150 = \underline{66.7\%}$
 - 100 Actives attend, 10 Rule of 85's attend
 - $110/160 = \underline{68.8\%}$
- Best practice – Use DaCdb Attendance Module
 - Completely automates weekly and monthly attendance calculations

Secretary's Duties

- CLUB DUES (Some clubs delegate to Treasurer)
 - Billings & Statements – Annually, semiannually, quarterly, or monthly
 - Notify club members who have not paid their dues
(Again, perhaps the Treasurer's job)
 - Notify Board in extreme past-due cases

Secretary's Duties

- Informing the District Governor, District Office and RI (mostly through DaCdb)
- Working with & supporting committees
- Handling correspondence
- Publicizing nominations (usually in Club Bulletin or Newsletter)

Secretary's Duties

- Meetings of the Board of Directors
 - Venue/meal
 - Announcements/RSVPs
 - Minutes
 - Data on Club Performance(Operations Report)
 - Attendance & Non-Attendees
 - Membership – net gain/loss
 - Proposals for membership
 - Resignations
- Club Bulletin (may be delegated to a Bulletin Editor)
- Involving and educating new members

Secretary's Calendar

WEEKLY REMINDERS:

- Assist with preparation of meeting agenda
- Mail out Visiting Rotarian cards (some take with them from the meeting)
- Record of Attendance
- Help with preparation of weekly Bulletin
- Email reminders of meetings (to members)

Secretary's Calendar

MONTHLY REMINDERS:

- Monthly Report online via DaCdb (by 15th of month for prior month)
 - Number of members
 - Number of meetings
 - Attendance
- Prepare for Board meetings
 - Meeting packet – financials, minutes, new member proposals, resignations, etc.

Secretary's Calendar

MONTHLY REMINDERS:

JULY

- Complete Secretary's IT Handoff Checklist
 - Downloadable from www.Rotary7750.org
- Prepare the *Semiannual Report* and send it along with RI Dues to the Secretariat of RI (membership information as of June 30)
- Reconcile District Dues Invoice with SAR and remit dues to District Treasurer

Secretary's Calendar

JULY (continued)

- Send out billing notices (this may be the Treasurer's job in some clubs and may be mailed the month before the new club year starts)
- Determine whether anyone is eligible for "Rule of 85" (aka "Active Exempt") attendance waiver
Requirements are:
Must be an Active member, at least 65 years old **AND** age plus years of membership must equal 85 or more

Secretary's Calendar

JULY (continued)

- Honorary members should be elected or renewed at July Board meeting. Now may be an ongoing membership classification from year to year. **Not** counted in total membership, attendance or dues calculations

AUGUST

- Send reminders for dues, etc. as necessary

Secretary's Calendar

SEPTEMBER/OCTOBER

- Remind President to begin preparing for election of officers in December. (The annual meeting must be held before December 31)
 - President (as of July 1 coming year)
 - President-Elect (President as of July 1 following year)
 - Secretary
 - Treasurer

Secretary's Calendar

OCTOBER

- Remind President and Treasurer of November 15 deadline for filing Form 990, “Return of Organization Exempt from Income Tax “ with IRS
 - Not optional – required for all clubs, every size
 - Non-filing or late filing causes your club to lose its tax-exempt status

Secretary's Calendar

NOVEMBER

- Nominations for Club Officers and Board of Directors should be done this month in accordance with your Club's Bylaws
- In our club the Nominating Committee is chaired by the Immediate Past President and includes the last five presidents that are members of the club
- Remind the nominating committee to confirm that the person nominated is willing to serve
- Propose slate of officers at a meeting prior to Election of Officers

Secretary's Calendar

DECEMBER

- Election of Officers must be conducted at a Club meeting this month (prior to December 31) in accordance with your Club's Bylaws
- Immediately following the annual meeting, update Officers online
 - DaCdb
 - RI Member Access

Secretary's Calendar

JANUARY

- Prepare the *semiannual report* and send it along with RI Dues to the Secretariat of RI (membership information as of December 31)
- Send billing notices to all members who are paying in semi-annual installments
- Reminder: Elected Officers must be updated in RI Member Access no later than January 31 to guarantee inclusion in the next edition of the *Official Directory*

Secretary's Calendar

MAY

- Assist President-Elect in preparing the ***Planning Guide for Effective Rotary Clubs*** (862-EN) (To be submitted by July 1)
 - Downloadable in Word from www.rotary7750.org
- Validate membership roster in DaCdb

Secretary's Calendar

MAY

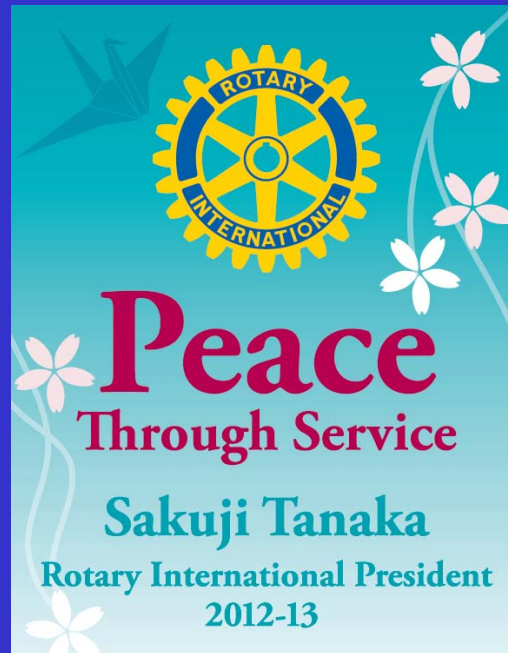
- At May Board meeting, elect delegate(s) to represent Club at Rotary International Convention. Prepare credentials, sign, obtain President's signature, and forward to delegate(s).

Secretary's Calendar

JUNE

- Assist the President in planning for the final meeting of the Rotary year
- Send out invoices for the new club year
- Begin preparation of Annual Report after last meeting of the month (to be completed by your successor in July)
- Review the Secretary's IT Handoff Checklist with your successor
 - Downloadable from www.Rotary7750.org

THANK YOU FOR ATTENDING



Questions?

District Secretary – Prudence Taylor – Secretary@Rotary7750.org

Rotary Club of Greenville - Mandy Dutton - ClubAdmin@GreenvilleRotary.org

District Administrator – Pam Weaver – Admin@Rotary7750.org

IT Support – Terry Weaver – ITSupport@Rotary7750.org