



INFORMATION FROM THE SECRETARY

District Secretary

Jane Pennington

0408 402 555

secretary@rotarydistrict9800.org.au



District Secretariat

District Secretary/Public Officer

Jane Pennington

**Club Incorporation, MOP,
District Resolutions Officer**

PDG Dennis Shore

Club Secretary **– the backbone of the Club**

You are much more than just administration!!

You are the right hand to the President who will be relying on you during the next 12 months

You will make their job so much easier

You are the information traffic director within the Club

You are the archivist of Club records



Club Incorporation, Manual of Procedures, District Resolutions Officer PDG Dennis Shore

You have heard from Dennis already and so I don't need to say too much here as otherwise I will be repeating what you have already heard

Assist Rotarians to understand the meaning and effect of RI and Club Constitutions and Bylaws

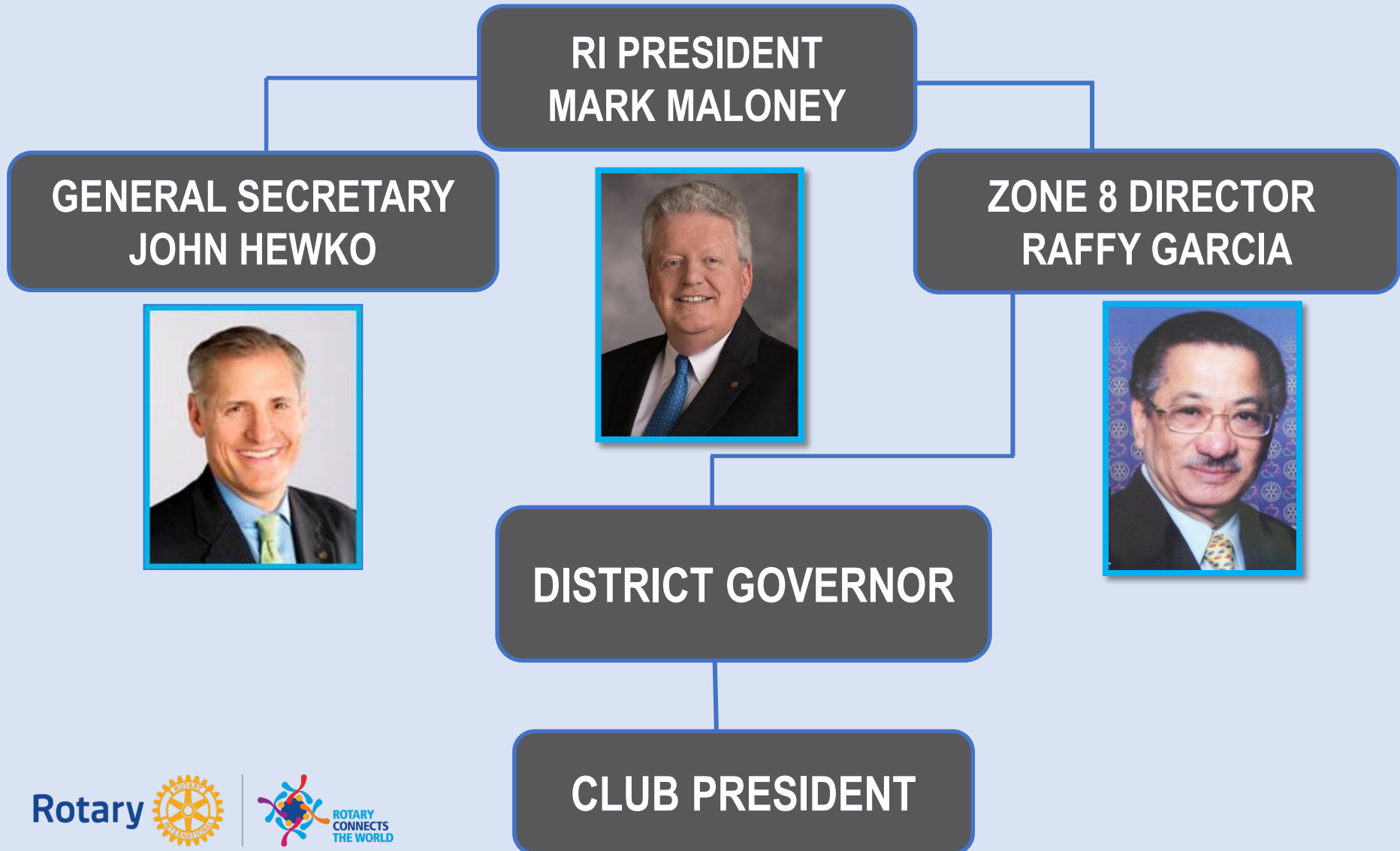
Give advice to District Board on District By-Laws and amendments if appropriate

Represent District 9800 at the Council on Legislation and Council on Resolutions

Rotary International and Rotary South Pacific and Philippines Office (in Parramatta)

How they can help you

Structure 2019-2020



The Rotary World

South Pacific & Philippines Office

Region	Rotarians	Clubs	Districts	Countries
Australia	29,326	1,107	21	5
New Zealand	8,471	267	6	11
Total Worldwide	1,239,068	35,660	540	220

South Pacific & Philippines Office

**ADMINISTRATION
& LITERATURE**

FINANCE

**THE ROTARY
FOUNDATION**

**CLUB & DISTRICT
SUPPORT**

Club and District Support

- General enquiries
- Obtaining Paul Harris Fellow Recognitions
- Online tools support
- Club administration eg. name change, club closures etc
- Club and member anniversary recognition
- Connects Rotarians with specialised areas eg. Youth Exchange, RI awards etc

Rotary International website

Information to help you in your
Role as Secretary

Club Administration / Information
which is contained in My Rotary

Information to help you in your Role

[Profile](#) [Delegation](#) [Account Settings](#) [Sign Out\(jane.pennington@bigpond.c](#)

Rotary  **My Rotary**

[Rotary.org](#) | [Club Finder](#) [JOIN](#) | [DONA](#)

[Exchange Ideas](#) [Take Action](#) [Learning & Reference](#) [Manage](#) [The Rotary Foundation](#) [News & Media](#) [Member Center](#)

[Home](#) | [Manage](#) | [Club & District Administration](#)

Club & District Administration



Use the tools and resources below to help you manage your clubs and districts. From updating your membership and paying club dues to seeing contribution reports and locating your coordinator, you'll find everything you need to take care of Rotary business.

What do you want to do?



[f](#) [t](#) [in](#) [✉](#) [🖨](#)

Club Administration

Update Rotary member and club data, pay Rotary club dues, download club sponsorship materials, donate, and find forms and instructions. You can also update Rotaract member and club data.

[MANAGE MY CLUB](#)

Resources & reference

[Be a Vibrant Club](#)

[Strategic Planning Guide \(DOC\)](#)

[Learn about club roles](#) ←

[Manage Membership Leads \(PDF\)](#)

Club roles

Whether you're considering taking on a committee role or looking forward to your year as club president, treasurer, or secretary, you'll learn what you can expect and how to prepare.

- [President](#)
- [Treasurer](#)
- [Secretary](#) ←
- [Committee](#)



Secretary

As club secretary you help your club run smoothly and effectively. You also monitor club trends to help identify strengths and areas for improvement, and share this information with club and district leaders.

What you do

- Maintain membership records: [Update your club membership data](#). Your club invoice is based on the number of members in Rotary's database for your club as of 1 July and 1 January. Rotary International sends the club invoice by email and mail. Save paper by [opting out](#) of the paper (mailed) version.
- Maintain minutes of club, board, and committee meetings
- Work with incoming secretary to ensure smooth transition

How to prepare

- Take online courses for club secretary in the [Learning Center](#)
- Attend district training assembly
- Work with outgoing secretary

Resources & reference

- [Be a Vibrant Club: Your Club Leadership Plan](#)
- [Standard Rotary Club Constitution](#)
- [Recommended Rotary Club Bylaws](#)

Tools

- [Pay or view your club invoice](#) (Rotary International dues and fees)
- [Update your club membership data](#)
- Set and track goals in [Rotary Club Central](#)
- Check our [discussion group](#) for club secretaries

Rotary support

- Outgoing secretary
- Club and district leaders
- [Club and District Support representative](#)
- Financial representative



Club Secretary Basics

8 courses

0%



Learning Plan Progress

0h 0m | 3h 15m

About this Learning Plan

Learn about your role as club secretary, how to work with club leaders, and how to manage your club's membership and administrative data.



Get Ready: Club Secretary

Learn about your role as club secretary, online tools to manage club and membership information, and questions to consider to prepare for your role. Confirm

E-Learning | 15m



Club Administration: Club Secretary

Learn about reporting procedures for club and membership data, preparing for district events, and information on your club constitution and bylaws.

E-Learning | 30m



My Rotary: Club Administration

Download these guides to learn how to report club, officer, and member changes on My Rotary. Guides can also be shared with your leadership team.

E-Learning | 15m



Working With Your Club Leaders

Learn how to perform tasks during your year and work with club leaders to organize club activities.

E-Learning | 30m



Using a Club Management System

If you plan to use a club management system, learn how to select a vendor and ensure that it accurately sends your club information to Rotary.

E-Learning | 15m



Managing Club Finances: Club Secretary

Learn about club and district financial obligations including paying club invoices and how to manage Foundation contributions.

E-Learning | 15m



Online Membership Leads

This course will help you learn how membership leads work, how to turn leads into members, and how to create a consistent, positive experience for prospectiv...

E-Learning | Duration: 1h



Rotary Club Central Resources

Ready to set some goals? Check out the resources we have to help you manage your goals and service activities.

E-Learning | 15m

My Rotary

- **Record membership**
- **History of membership**
- **Semi-Annual Dues**
- **Foundation contributions**
- **Access by President, Secretary, Treasurer and Foundation Chair**
- **Enter club goals for Presidential citation**
- **Downloads**
- **... and much much more.**

My Rotary

Club and member data

Who can update club and member data?

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

Your Club Information



Club Administration



PAGE GUIDE

Club Finances

★ Club Invoice

View your club's invoice, pay dues with a credit card, or update invoice preferences

[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the club invoice](#) | [Rotary exchange rates](#)

Club & Member Data

★ Update Member Data

Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors.

[Add, edit, or remove members](#) | [Add, edit, remove club officers](#) | [Record a new member sponsor](#)

★ Update Club Data

Provide club contact information and choose club management providers.

[Update meeting details](#) | [Update mailing address and contact information](#) | [Designate a club management vendor](#)

What do you want to do?

I want to...



My Quick Links

You have no Quick Links. To add links, click on the ☆ icon and choose "Add to My Quick Links." To remove links, click on the ★ icon and choose "Remove from My Quick Links." [Learn more.](#)

FAQ & Help

Learn how to create a MyRotary account, pay your invoice, update club officers, and more.

Frequently Asked Questions

Club Finances

Club Invoice

Exchange Rates

Club and Member Data

Add, edit or remove members

Add, edit or remove club officers

New members



Update Club Data


Meeting details

Club Giving

Make contributions to The Foundation

Rotary Club Central – Goal Recording

 Rotary  Club Central



Jane Pennington 


Dashboard

Welcome to Rotary Club Central, the online tool for setting goals and tracking progress. Explore data and trends related to your club's goals on this page, and use the tabs to manage goals, project activities, and more.

Please note: data reported outside Rotary Club Central, including data reported in My Rotary, will be delayed for at least 24 hours.

Global | My Zone | My District | All Club Groups ▼ | All Clubs ▼


 Rotary  Club Central

Jane Pennington 

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.


Please note: data reported outside Rotary Club Central, including data reported in My Rotary, will be delayed for at least 24 hours.

All Club Groups ▼ | All Clubs ▼ | Search clubs... 


Rotary Club of **North Balwyn**

0 OF 0 ACHIEVEMENT

< 2018-19 >


 PRINT

Members & Engagement | Rotary Foundation Giving | Service | Young Leaders | Public Image | Rotary Citation | All

 SAVE

CANCEL

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Sort selected goals 



Member Center



What do you want to do?

I want to...



Join us!

Tell us why you're interested in Rotary and we'll help you get started.

I'm interested in:

- Select -



Refer a new member

Refer a potential member and we'll help connect them to the right club. Only current members can refer new members. To refer someone to your own club, contact your club secretary.

Rotary Global Rewards

Explore our member benefit program for discounts on travel, hotels, dining, and entertainment.

[EXPLORE REWARDS](#)

Online Tools

[Rotary Club Central](#)

[Brand Center](#)

[Rotary Showcase](#)

[Rotary Ideas](#)

[Learning Center](#)

International Convention



Plan now to attend Rotary's biggest event of the year. It's your chance to connect with members from around the world.

[REGISTER](#)



WELCOME TO THE BRAND CENTER

Tell the story of Rotary and how we are people of action in your community and around the world.

[LEARN MORE](#)



Join Leaders. Exchange Ideas. Take Action.



PEOPLE OF ACTION

Get everything you need from Rotary's latest public image campaign.

[LEARN MORE](#)

TELL ROTARY'S STORY
VOICE AND VISUAL
IDENTITY GUIDELINES



GUIDELINES

Apply our messaging and visual guidelines to your communications to tell Rotary's story in a consistent and engaging way.

[LEARN MORE](#)



LOGOS

Download high-resolution logos and Rotary graphics.

[LEARN MORE](#)

LOGOS



ROTARY LOGOS

Incorporate Rotary's logo into your club or district communications.

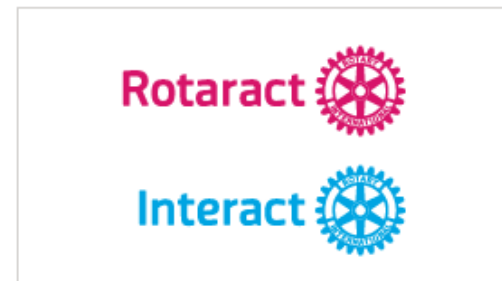
[VIEW](#)



TEMPLATE

Create your own club, district, or program logo.

[VIEW](#)



PROGRAM LOGOS

Use logos and graphics to promote Rotary's programs, including Rotaract and Interact.

[VIEW](#)

Information on the District Website

www.rotarydistrict9800.org.au

Search



Member Login

Rotary
District 9800



BE THE
INSPIRATION



Home

District ▾

Members ▾

What's On ▾

Foundation ▾

Programs ▾

Rotary Podcasts ▾

More Info. ▾

District 9800

District Contacts

9800 Clubs

9800 Events

District Workshops

Homelessness

Drought Relief

Australian

Rotary Australia



Rotary
District 9800



Home

District ▾

Members ▾

What's On ▾

District 9800

District Contacts

9800 Clubs

9800 Events

District Workshops

Homelessness

Drought Relief

Australian

Rotary Australia

RDU Supplies

- District Information
- DGEN Team
- Secretary
- Treasurer
- Governance
- Insurance Certificates
- Club Service
- Learning and Development
- Membership
- Public Image and Communication
- Networker
- Vocational
- Speaker Bank
- Photo Albums

Rotary



ClubRunner

 Home

Enter your login information below:

Login Name

[Forgot login name?](#)

Password

[Forgot password?](#)

☐ Keep me logged in

[New user?](#)

Login

**If you do not
know you
login,
email me and I
will provide it
to you**

© 2002–2019 [ClubRunner](#). All rights reserved.

[Privacy Statement](#) | [Online Help](#) | [System Requirements](#)

Rotary



[Home](#)[District ▾](#)[Members ▾](#)[What's On ▾](#)[Foundation ▾](#)[Programs ▾](#)[Rotary Podcasts ▾](#)[More Info. ▾](#)

District Information

[District Information](#)[District Organisation](#)[District 9800 Clubs](#)[District Support Team](#)[District Governor Nomination](#)[District Geography](#)[District History](#)[Past District Governors](#)[RI Presidents and Themes](#)[Downloadable files](#)[District Directory](#)[District Directors and Executives](#)[District Telephone List August 2018](#)[Club Executives & Directors](#)[District 9800 Rules](#)

What to Send – to Whom and When

REGISTERED OFFICE

Rotary District 9800 Inc., c/- District Secretary, , 3/54 Cecil St, Kew, 3101

Registered Number: A0046132N ABN 30 764 979 582

ADDRESS ALL DISTRICT MAIL TO

District Secretary: Jane Pennington, , 3/54 Cecil St, Kew, 3101 Mobile: 0408 402 555

secretary@rotarydistrict9800.org.au

AUSTRALIAN ROTARY HEALTH FUND DONATIONS

ARH, PO Box 779, Parramatta, NSW 2124

Copy to District ARH Chair: PP Dr Peter Rogers

peter.h.rogers@monash.edu

CLUB BULLETINS

Send one electronic copy each week to: clubbulletins@rotarydistrict9800.org.au

(Your Bulletin will be forwarded to DG, DGE, DGN and Networker editor). Also send an electronic copy to your Assistant Governor.



Downloadable files

District Directory

District Directors and Executives

District Telephone List August 2018

Club Executives & Directors

District 9800 Rules

District Admin Manual

Certificates of Currency

Insurance Certificates

District Policies

Governance & Insurance

D9800 Friends of Rotary

D9800 Privacy Policy

D9800 Communications Guidelines

District ByLaws

Rotary International Downloads

Manual of Procedure

ARH, PO Box 779, Parramatta, NSW 2124

Copy to District ARH Chair: PP Dr Peter Rogers

peter.h.rogers@monash.edu

CLUB BULLETINS

Send one electronic copy each week to: clubbulletins@rotarydistrict9800.org.au

(Your Bulletin will be forwarded to DG, DGE, DGN and Networker editor). Also send an electronic copy to your Assistant Governor.

DISTRICT DUES AND INSURANCE PREMIUM (ON INVOICE) TO

District Treasurer: Arthur Hubbard, 85A Roslyn St BRIGHTON 3186

or direct credit to Westpac BSB 033181 Account No 375477

Mob: 0411 124 204

treasurer@rotarydistrict9800.org.au

DISTRICT GOVERNOR

Bronwyn Stephens, 33 Drake Street BRIGHTON 3186

Mob: 0410 537 324

dg@rotarydistrict9800.org.au

NETWORKER CONTRIBUTIONS

To District *Networker* Editor – networker@rotarydistrict9800.org.au

FOUNDATION DONATIONS/CONTRIBUTIONS BY 13 JUNE 2019

Club and Personal Giving details [click here](#)

Downloadable files

[District Directory](#)

[District Directors and Executives](#)

[District Telephone List August 2018](#)

[Club Executives & Directors](#)

[District 9800 Rules](#)

[District Admin Manual](#)

Certificates of Currency

[Insurance Certificates](#)

District Policies

[Governance & Insurance](#)

[D9800 Friends of Rotary](#)

[D9800 Privacy Policy](#)

[D9800 Communications Guidelines](#)

[District ByLaws](#)

Rotary International Downloads

[Manual of Procedure](#)

Insurance Certificates

[District Information](#)

[District Organisation](#)

[District 9800 Clubs](#)

[District Support Team](#)

[District Governor Nomination](#)

[District Geography](#)

[District History](#)

[Past District Governors](#)

[RI Presidents and Themes](#)

Downloadable files

[District Directory](#)

[District Directors and Executives](#)

[District Telephone List August 2018](#)

[Club Executives & Directors](#)

[District 9800 Rules](#)

[District Admin Manual](#)

Certificates of Currency

[Insurance Certificates](#)

District Policies

[Governance & Insurance](#)

[D9800 Friends of Rotary](#)

[D9800 Privacy Policy](#)

[D9800 Communications Guidelines](#)

[District ByLaws](#)

Certificates of Currency 2018-2019

Click on Club Name to download

Albert Park	Altona	Altona City
Bacchus Marsh	Balwyn	Bendigo
Bendigo Sandhurst	Bendigo South	Bendigo Strathdale
Brighton	Brighton North	Brunswick Tullamarine
Camberwell	Canterbury	Carlton
Caroline Springs	Castlemaine	Caulfield
Central Melbourne	Chadstone East Malvern	Collingwood
Daylesford	E-Club of Melbourne	Eaglehawk
Echuca Moama	Essendon	Essendon North
Fitzroy	Flemington	Footscray
Gisborne	Glen Eira	Glenferrie
Hoppers Crossing	Kangaroo Flat	Keilor
Keilor East	Kew	Kyneton
Laverton Point Cook	Malvern	Melbourne

There will be a new Manual of Procedure coming out in approximately August and there will be a need to update Club Constitutions and Bylaws as a consequence.

District will provide information about how to do this.

Downloadable files

- District Directory
- District Directors and Executives
- District Telephone List August 2018
- Club Executives & Directors
- District 9800 Rules
- District Admin Manual

Certificates of Currency

- Insurance Certificates

District Policies

- Governance & Insurance
- D9800 Friends of Rotary
- D9800 Privacy Policy
- D9800 Communications Guidelines
- District ByLaws

Rotary International Downloads

- Manual of Procedure



2016 MANUAL OF PROCEDURE

Documents that you
should know where to
find or have copies of

- Club Constitution and Bylaws
- Club Certificate of Incorporation
- Insurance - Certificates of Currency
- Original Charter Certificate issued by RI

Looking Forward to your year



Meet with your predecessor to ensure a smooth handover at the start of July. Make sure you have:

Access to the complete records of the Club both statutory and historic and details of where items are stored

Arrange for change of passwords on computer systems / club computers plus websites and databases etc

Arrange for Board minute at the June Board meeting to allow update of bank account signatories, internet tokens etc

The key to mailbox and any other storage facilities

Statutory obligations of an Incorporated Body

An incorporated association is required to do amongst other things:

- Ensure that the registered name and number of the association appears in all notices, advertisements, publications and business documents
- Maintain adequate and accurate accounting records of its financial transactions
- Have accounts audited or reviewed at the end of each financial year and retain accounting records for 7 years
- Notify the Registrar of any changes to its statement of purpose or rules or change to Public Officer or address. Secretary is Public Officer so the change may be annual
- Make a copy of its rules available for inspection by its members on request
- Update authorised officer with ATO if your Treasurer changes if registered for GST

Statutory obligations of an Incorporated Body

Each calendar year an incorporated association must:

- Present the Club's accounts to the Board for approval prior to the AGM.
- Hold an annual general meeting within 5 months after the end of the associations financial year. (By November 30).
- Notify members of the AGM date and agenda 21 days prior to the meeting.
- Prepare an AGM agenda which includes the election of officers for the following Rotary year and approval of accounts from the prior Rotary year.
- Ensure minutes of the AGM are recorded, approved at the next Board meeting and filed.

Statutory obligations of an Incorporated Body

Financial statements and auditing requirements – incorporated associations

- The Club must lodge an annual statement with Consumer Affairs Victoria every year within one month after its annual general meeting.
- On or after the end of the financial year date, you will receive an email notification to lodge your annual statement.
- You will need to include a Schedule 1, Regulation 15, Form 1 to go with your accounts.
- All information about how to do this is found on the Consumer Affairs Victoria website:

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-statement/lodging-an-annual-statement>

The Club Calendar

In conjunction with other Club members set the dates for:

- **Board Meetings**
- **Annual General Meeting**
- **Club Assembly / Forums**
- **Record date of DG visit- no other speaker on that day**
- **Special events eg Club birthday, Club changeover
anything else**

Prepare for effective Board meetings

- Liaise with your President and work out the best procedure for organising Board meetings
- Does your Club have set days and times for Board meetings – is this going to stay the same?
- How would your President like the Agenda done?
- Are there set templates for reports and requests from committees?
- Actual logistics include
 - Sending out a notice of meeting
 - Confirm participation / apologies / quorum
 - Documents and reports received and circulated in a timely manner

Board meeting

Ensure Minutes are taken either by you or a minute secretary.

These should be done as soon as possible after the meeting and include details of actions decided upon, by whom and by when.

Ensure any recommendations for Board approval or expense payments within or outside of the original budget are recorded (this is a must for audit purposes)

Some Clubs include information from the Board meeting in their Bulletin – a discussion with your President.

File a complete set of reports including treasurer, committee reports and Board minutes (The auditor will request this information when auditing the financial reports for the year)

These reports form part of your history and statutory archive

Other Admin Actions

Distribute all mail, either emails or snail mail to the appropriate recipient. Does your President wish to receive a copy as well?

Arrange for your Club Bulletin to be sent to
clubbulletins@rotarydistrict9800.org

This will be on-forwarded to the DG, DGE, DGN and Networker Editor

Send a copy to your Assistant Governor and optionally, as agreed by the Presidents, a copy to each of the other clubs within your cluster group

File one copy for Club History/Archives either hard copy or electronic

Networker – District Newsletter – distribute to members or encourage them to register for their own copy

Things you might not know...

Club Histories – Lodge with: Prahran Mechanics Institute Library at 140 High Street, Prahran – permanent repository and currently has over 40 Rotary histories on its shelves No cost involved.

District Property (Banners and flags)

District owned banners, flags and stands may be borrowed for special events. These are stored at Donations in Kind and must be signed in and out of the facility. To arrange collection please contact: Laurie Fisher (Footscray) or Bob Glindemann (Melbourne)