

# **CLUB OPERATIONS & ADMINISTRATION**

## ***The Nuts & Bolts of Serving as Club President***

**PACIFIC NW PETS • MARCH 3-5, 2010 • SESSION NOTES**

### **TOPIC ONE: ROLE AND RESPONSIBILITIES OF THE CLUB PRESIDENT**

#### A. Primary Roles of the Club President

1. Serve as club leader
2. Ensure that the club functions effectively

#### B. Qualities of a good leader

1. Ability to lead
2. Ability to listen
3. Ability to delegate
4. Be a good team player
5. Ability to motivate/inspire
6. Enthusiasm
7. Integrity
8. Ability to educate
9. Consistency
10. Ability to communicate
11. Ability to identify changers
12. Recognize this who are excelling
13. Have people define their passion and then serve Rotary accordingly

#### C. Elements of an Effective Rotary Club

1. Relevance
2. Good weekly meetings
3. Good attendance

4. Initiate/support good club projects
5. Membership growth
6. Earns the Presidential Citation
7. Active membership (good committee participation)
8. Treats speakers respectfully
9. Has a good cross-section of occupations, age brackets
10. Has fun
11. Supports Rotary Foundation
12. Develops leaders beyond the club level
13. Administratively and financially sound
14. Utilizes past presidents to best advantage
15. Has sense of purpose
16. Member mix ethnically in sync with the community
17. Has flexibility to try to do things in new ways

D. Club President responsibilities in leading an effective Rotary club

1. Create, utilize strong leadership team
2. Organize, preside over weekly meetings
3. Establish goals in all areas and keep membership informed of progress  
(includes RI President and DG goals) (use Planning Guide)
4. Encourage membership participation in district meetings/activities
5. Prepare!
6. Monitor reporting to RI, District
7. Know the secretary's responsibilities
8. Provide board with copies of Bylaws, Constitution, Planning Guide
9. Work effectively with club and district leaders

## **TOPIC TWO : CLUB CONSTITUTION AND BYLAWS**

A. Standard Rotary Club constitution and why it is important to a club President  
Created by RI, used by all clubs, can only be changed at Council on Legislation meetings [every three years

B. Club Bylaws and why they are different from Club Constitution

Created by clubs in conformance with RI policies and should cover:

- (1) Election procedures
- (2) Duties of officers
- (3) Fees and dues
- (4) Quorum requirements for meetings
- (5) Voting
- (6) Committees
- (7) Leaves of absence
- (8) Proposing new members
- (9) Club financing

Bylaws should complement RI Constitution and Bylaws

C. How to amend club bylaws

May be amended as needed by club boards. Membership approval required at most clubs.

D. Incorporation

Dependent on your club's needs. Often desirable if asset ownership is involved and if access to grant providers is sought.

E. Establishing a separate foundation

Usually done by clubs whose projects are of such magnitude that it is justifiable.

## **TOPIC THREE: CLUB ADMINISTRATION**

### A. Board of Directors is the club's governing body

1. Authority set forth in Art. 10 of RI Club Constitution
2. Controls/defines all officers, committees
3. Oversees club budget
4. President holds regular scheduled meetings and runs them effectively
5. Should review standing programs/committees annually to determine relevance

### B. Club Administration Committee makeup/function.

Usually includes president, president-elect, past president, secretary, treasurer. Often called Executive Committee. Meets as needed to resolve issues in a timely manner and make an action recommendation to the full board.

### C. Other committees

1. Number/size should reflect Club size, committee purpose
2. Consider voluntary sign-up process. If that doesn't work, go to 1:1
3. Encourage continuity
4. Select committee chairs with good leadership skills
5. Committees should prepare a plan with stated goals, budget in advance

### D. Club reporting obligations to RI

1. Semi-Annual Report with dues based on membership count (July 1 and January 1)
2. Membership changes as they occur
3. Changes in club officers
4. Meeting place/day/time information
5. Info for Official Directory (incoming club officers info due by Jan. 31)

#### E. Club reporting obligations to the District

1. Annual dues based on membership July 1 annually
2. Monthly attendance reports
3. Other club goals as needed, usually based on Planning Guide

#### F. Club reporting obligations to the Rotary Foundation

Funds members allocate to the Rotary Foundation should be forwarded at such time as they are received by the club

#### G. Failure to report to RI in a timely manner

1. RI may terminate, and the district may suspend, clubs which are 180 days or more in arrears
2. Failure to keep RI and the district current can lead to reporting, billing, and communication problems

#### H. Member Access

1. All members may enter "Member Access" on the RI web site and access info relating to their own Rotary Foundation account
2. Club presidents, secretaries, Foundation chairs, and where they exist, Executive Secretaries, have access to a wider scope of info effective 10pm PDT on June 30 of each year and may subsequently update data as it relates to their areas of responsibility.

#### I. Club meetings/frequency.

Along with weekly meetings, club Presidents will preside over the following special meetings:

1. Club assemblies (usually internal info for the membership)
2. Annual meeting/election of officers
3. District Governor's official visit

(Note: Please inform the DG of meeting venue or time changes.

Also, your AG will work with you as you prepare for the DG visit)

#### 4. Assistant Governor's visits

#### J. Ensure that regular meetings are well planned and effective

1. Prepare agenda in advance using a checkoff list
2. Start on time and stay on track
3. Determine need for a microphone
4. Head table or no head table – presidential decision

#### K. District meetings

Support the district and RI by encouraging member participation at:

1. District Assembly (a/k/a DLTA, various other names)
2. District Conference
3. Foundation Seminar
4. Membership Seminar
5. Other leadership seminars
6. The Rotary International Convention (Montreal 2010; New Orleans 2011)

#### L. Ways to nurture member interest/participation in/at the above:

1. Have club pay registration fees
2. Promote events as Fellowship opportunities
3. Inform board candidates that they are expected to attend the Assembly

## **TOPIC FOUR: RISK MANAGEMENT**

### A. Financial responsibilities as a club President

1. Ensure your club has proper accounting procedures in place
2. Ensure your club has a budget (prepared with treasurer, board, committee chair input and approved by the membership)
3. Conduct an annual financial review

### B. Insurance coverage

1. US clubs have general liability and D&O coverage
2. Canadian clubs have District-arranged coverage
3. Have coverage reviewed annually by qualified insurance agent

### C. Special youth program responsibilities

1. Awareness of/adherence to RI's Youth Protection Policy
2. Certification required to participate in Youth Exchange
3. Mandatory police record check for those working with youth

### D. Handling difficult problems (conflict resolution)

(Various complex situations were brought up in each of our three presentations.)

## **TOPIC FIVE: OTHER USEFUL INFORMATION**

### A. Rotary emblem/name usage

1. Club programs/projects must use the full name of the club
2. The Rotary wheel must be complete and shown in b&w or in its proper colors (royal blue and gold). Potential variances should be discussed with RI.

### B. Protocol – Rotary officers are presented in order of seniority

### C. Rotary merchandise. Each PETS vendor is licensed by RI. All have web sites.

### D. Rotary resources

1. RI web site
2. District web site and committee chairs
3. Assistant Governor
4. Club/District Support Representative
5. District Administrator
6. RI catalog
7. RI Manual of Procedure
8. RI Club President's Manual

## **Club Operations and Administration**

**Maggie Crawford and Darrell Burnham**

**Friday 4:14pm, Saturday 3:20pm**

### Primary Presidential Duties:

Run meeting

Set the tone of the club

Hold people accountable

Steer the ship

Be the leader

Delegate

Support Members

Be a listener

Inspire, build a shared vision

Learn from members

Create enthusiasm

Develop a shared passion

Encourage attendance at District events

Advance leadership opportunities in the club - consider rotating committee chairs – have a succession plan

### Qualities and elements of an effective club:

Fun

Energetic

Service Oriented

Participatory

Achieves goals

Organized – good structure – value for time – (use digital clock to stay on time during meeting – use planning calendar, have a budget plan

Supportive

Dedicated

Engaged

Welcoming – members, visitors, prospective members

Great Programs

Decent food

Good projects

Cohesive – works well together

Well balanced on the 4 avenues of service

Good attendance

Caring about members

Members suggest projects – increases ‘buy-in’

Fellowship

Use project planning forms

Meeting Foundation Goals

What are the risks?

IRS Reporting – form 990 and 1099

Special Projects or events - injury – get a rider

Fraud allegations

Frustrated donors of designated funds – get everything in writing – document everything

Document security plan

Youth programs – background checks, parental consent – have a Youth Protection Meeting

Privacy concerns with member data

Strong financial processes

Sexual harassment

Where do I find information?

RI Website

District Website

Assistant Governor

District Committees

Facebook, Linked in, other social media

Past Presidents

MOP

PETS Website

# **Club Operations & Administration**

## **Presidents Responsibilities**

## **Club Constitution & Bylaws**

The Standard Rotary Constitution applies to all Rotary Clubs

Clubs should update every 3 years

Club Bylaws apply to Individual Clubs

Must be updated by Club Action

## **Club Administration**

### **Reporting Requirements**

Semiannual reports – (SARS) July 1 & Jan 1

Changes in Club Membership

Meeting Info

Club Officers

Official Directory In By Jan 31

## **Risk management**

## **Financial Risk Management**

Leader: Ted Urton, West Salem Rotary, District 5100  
(503) 881-3515 [theodore.urton@fnf.com](mailto:theodore.urton@fnf.com)

Support Leader:Lori Fleck, Scott Valley Rotary, District 5110  
(530) 467-5346 [fleckgc@sisqtel.net](mailto:fleckgc@sisqtel.net)  
(530) 598-5674 (cell)

#### Key Topics:

1. Introductions
2. Role and Responsibilities of the Club President
3. Club Constitution and Bylaws
4. Club Administration
5. Risk Management
6. Useful Information for the Club President
7. Review/Conclusions

#### Learning Objectives:

1. Describe specific responsibilities of the Club President
2. Describe the administrative structure of an effective Rotary Club
3. Describe the Reporting Obligations of a Rotary Club
4. Identify Risk Factors affecting Clubs and best practices for management  
Thereof

5. Identify Rotary Resources available to assist Club Presidents in the management of their clubs

Participant Stats:

Rotarian: How Long?

< 5 years      2

5 – 10 years    6

over 10 years   2

Club size:    < 25    4      25 – 49    5      50 – 99    1      100 +    0

Board of Directors/Club Admin Committee:    9

2<sup>nd</sup> time Presidents:    None

1. Primary Role of the Club President

To be the club Leader

Ensure club functions effectively

- Leadership
- Focus
- Delegate
- Engage members
- Manage
- Motivate
- Provide Guidance
- Encourage Team Building
- Ensure follow through

2. Key elements of an *Effective* Rotary Club

- Sustains/Increases Membership
- Implements successful service projects
- Supports The Rotary Foundation
- Develops leaders beyond the club level

3. What do you think makes an effective Rotary Club?

Session 1

- People working together
- Clear goals
- Pride of membership
- Public visibility
- Fun
- Regular organized meetings
- Good programs that reflect the needs of the community
- Good attendance

Session 2

- Participation
- Enthusiasm
- Vision
- Commitment
- Goals – clear focus
- Support for Projects
- Good attendance
- Fellowship
- Diversity

4. Responsibilities of Effective Club Presidents

Session 1

- Preparation
- Share information
- Be prepared for the unexpected
- Plan for the year
- Conflict resolution
- Leadership team
- Engagement of the club
- Encourage attendance at District Conference and Training Assembly
- Don't burn out members – Prioritize goals and expectations

Session 2

- Clear communication
- Passion/Commitment
- Follow-thru
- Be supportive
- Encourage participation
- Praise for jobs well done
- President's attendance
- Accountability of members
- Organized
- Clear expectations
- Delegate
- Be consistent

5. What tools will you use in fulfilling your Presidential duties?

Session 1	Session 2
<ul style="list-style-type: none"> <li>- Club Runner</li> <li>- Club Members</li> <li>- Planning Guide</li> <li>- Rotary Calendar</li> <li>- Strategic Vision</li> <li>- Needs Assessment</li> <li>- RI Website</li> <li>- Assistant Governors</li> <li>- Past leadership</li> </ul>	<ul style="list-style-type: none"> <li>- Know your bylaws</li> <li>- Identify strong board</li> <li>- Club website and e-mail</li> <li>- Newsletter</li> <li>- Good meeting agenda</li> <li>- Use monthly president checklist (in President's Manual)</li> <li>- New members integrated into club</li> <li>- Initiating mentorship</li> <li>- Clear expectations</li> <li>- Leading change</li> </ul>

## 6. Standard Rotary Club Constitution

- Applies to all Rotary Clubs
- Updated every 3 years by the Council on Legislation

## 7. Club Bylaws

- Apply to individual Rotary Clubs
- Updated by Club action

## 8. Board of Directors

- Authority, Article 10, SCC
  - o Update Bylaws, if needed
  - o Distribute minutes
  - o Club assembly
- Controls all officers and committees
  - o Board is the right arm of the President
  - o Boards are appointed/Elected
- Oversees Club Budget
- President is Chair of Board
- President is ex-officio of all committees
- President should know the responsibilities of the committees
  - o Appoint people who want to work on the committee
  - o Appoint people who have appropriate abilities

9. Criteria ensuring you have *effective* committees

- Clear stated goals
- Expectations
- Agenda
- Accountability of Chair
- Continuity with Committee
- Be organized
- Align members with a passion – this will ensure they are committed to the project

10. R.I. reporting requirements

- SAR's (semi-annual report) due July 1<sup>st</sup> and January 1<sup>st</sup>
- Change in membership, Club Officers, or Meeting information
- Official Directory
- Individual and club subscriptions to The Rotarian magazine
  - o July 1<sup>st</sup>
    - SARS: certifying club members
    - Per capita dues \$24.50
    - Subscriptions to The Rotarian \$6.00
    - Council on Legislation levy \$1.00
    - Insurance (USA only) - liability coverage and Directors coverage
  - o January 1<sup>st</sup>
    - SARS: certifying club members
    - Per capita dues
    - Subscriptions to The Rotarian magazine
  - o November 15<sup>th</sup> – Tax form 990 (USA Only)
  - o December 31<sup>st</sup> – official directory

11. Using Member Access at [WWW.Rotary.Org](http://WWW.Rotary.Org)

- All Rotarians
  - o Perform rotary business anywhere/anytime
  - o View personal TRF contribution history
  - o Access various R.I. services
  - o Register for various R.I. meetings

- Club President and Secretary
  - o Update membership data
  - o Update club data
  - o Access and file SARS, pay dues
  - o Access daily club balance report

## 12. Ensuring meetings are well-planned/effective

- Type of meeting
  - o Club meeting
  - o Monthly Board meeting
  - o Club Assembly
  - o Fireside meetings
  - o District Governor visits
  - o Assistant Governor visits
  - o District Training Assembly
  - o District Conference
  - o R.I. International Conference
- Activities
  - o Prepare clear agenda
  - o Publicize event
  - o Room set up
  - o Use Podium – microphone if available
  - o Speaker coordination/expectation

## 13. Risk Management

- Financial/Accounting Procedures
  - o Separate operation and project accounts
  - o Require two (2) authorized signers on each check
  - o Require a check request form
  - o To prepare budget, work with current board and committees
- Insurance coverage
  - o USA and Canada have liability and directors' coverage
- Youth Programs
  - o Youth Exchange – fingerprinting and police check required per Youth Protection Policies
  - o Should have 2 adults in vehicle when transporting youth
- Conflict resolution (within the club)
  - o Identify concerns/issues
  - o Use a neutral party to mediate (Assistant Governor)
  - o Use Past Presidents
  - o Use Rotary's 4-Way Test

**Key Responsibilities of the Club President**

- Patience
- Good communicator
- Team builder
- Delegator
- Well organized
- Enthusiastic
- Has a vision
- Good listener
- Honest with integrity
- Runs meetings
- Supports committees
- Facilitates the creation of budgets and strategic plans
- Makes good committee leadership selections
- Expects the best of people (accountability)
- Oversees the use of club funds

**What tools can help you be an effective President?**

- Meeting agendas
- Monthly checklists
- District leaders (DG and AG)
- Presidential Citation Form

### Working with your Board of Directors

- Regular board meetings
- Keep meeting minutes
- Be an effective chair
- Use your committees holding them accountable

## **ROTARY – NORTHWEST PETS**

### **OPERATIONS AND ADMINISTRATION**

#### **Friday 10:15 am Session Notes from Flip Charts**

##### **Instructors:**

Wayne Jensen, Rotary Club of Juneau Alaska. Wayne @jensenyorbalott.com

Bert Monsma, Rotary Club of Langley , BC.

***“ Everyone has a Purpose. You are not here by Mistake.” Ben Morrow***

#### **WHAT IS THE PRIMARY ROLE OF THE CLUB PRESIDENT?**

- To Lead – be the Club Leader
- Keep the Peace
- Facilitate
- Organize
- Delegate
- Follow the Rules
- Develop Leaders
- Be a Visionary

#### **What do you feel are some of the Qualities of a Good Leader?**

- Use the resources of the Group
- Communicate Expectations
- Effective Delegator
- Good Listener
- Takes Initiative

- Has Compassion
- Has Passion
- Is a Motivator
- Leads by Example
- Setting High Expectations
- Has good Management Skills
- Have Fun!

### **What Makes an Effective Rotary Club?**

- Good Board
- Has a Vision/Visioning Process
- Earns R.I. Presidential Citation
- Dynamic Growing Club
- Diversity
- Visibility – Public Relations
- Good Fellowship
- Good Meetings/Programs

### **What are the Responsibilities of President Leading the Club?**

- Be on Time
- Set an Example
- Be Organized – Have an Agenda
- Good Club Projects

- Financial – Set Budget
- Be Involved/Participate
- Continuity
- Setting Goals

*“When we are looking back, it’s not going to be how much money we made or how many awards we’ve won. It’ really ‘What did we stand for? Did we make a positive difference for people?’”*

Elizabeth Dole

MAKE A POSITIVE DIFFERENCE – *“BUILD COMMUNITIES. BRIDGE CONTINENTS”* Ray Klingensmith

**What makes a Rotary Club Effective?**

- Retains members
- Community Involvement
- Projects
- Common Vision
- Member satisfaction
- Engaged members
- Accomplishes goals
- Sets goals
- Meetings start on time
- Stop on time
- Good programs
- Good attendance

**President's Responsibilities**

- Clear direction
- Ability to listen
- Puts a good team in place
- Good long range planning
- Lead the club
- Delegate
- Careful with the club's money

Club Operations

Wickham

March 5, 2010

Participant thoughts:

What makes for an effective club?

Having fun

Active club/hands on participation

Shared vision

Earning Presidential Citation

Club board structure

Tools to fulfill presidential duties:

Established committees

Set agreed to goals

Encourage idea input & participation

Vision facilitation & planning

Use an advisory team

Utilize calendar for Rotary year

Effective Boards:

Board Member Buy-in

Utilize an agenda

Criteria for effective committees:

Keeping an updated cub organization chart

## Meeting Planning:

Have an agenda

Have a greeter

Encourage attendance of specific members when there are programs of interest or other specific reason for attendance

Publish speakers in club bulletin/calendar

Introduction of guests

Properly introduce speaker – encourage speaker to provide introduction

Provide a podium for speaker

Have audio system and portable microphone – club may need to purchase if venue system unreliable or inadequate – have speaker use the microphone