

## **DUTIES AND RESPONSIBILITIES OF THE CLUB SECRETARY**

### **Plan of action before July 1<sup>st</sup>**

Familiarize yourself with all aspects of Rotary. Having a thorough understanding of Rotary

Principles and procedures by which clubs operate. The Standard Rotary Club Constitution in your Club bylaws or the Constitution and Bylaws of RI mentioned in the Manual of Procedure (MOP) are ready references.

- Revise and update your Club bylaws to conform to the Constitution and Bylaws of RI consequent to the recent COL decisions. Have a working knowledge of the latest edition of the Manual of Procedure.
- Have a fair understanding of the classification principle, especially with processing of new members. Help in preparing a roster of filled and unfilled classifications based on the Classification survey.
- Confer with your incoming President, have a mutual understanding of the club operations, especially in relation to various functions that are divided between the President and the Secretary.
- Assist your President in constituting the Board of Directors, If not already done.
- Help in nominating the Committee chairmen and in constituting various subcommittees.
- Organise informal meeting of the incoming Board, to decide on the plans and objectives and targets for the year
- Encourage each committee and subcommittee to meet and formulate their plans in writing.
- Assist your incoming President, as needed, in setting Club goals using the Planning Guide for Effective Rotary Clubs.
- Based on these recommendations, help in preparing your club budget for the year.
- Help in organizing a joint meeting of incoming and outgoing Board of Directors to assess the state of the Club, review the status of the ongoing projects and activities and to ensure continuity of effort.
- Help in deciding the date of your installation after consulting the AG and the GPC/GGR

- Help in conducting Club Assembly, immediately after the District Assembly to finalise your club's plan of action on the RI Priorities and District Projects.
- Confer with the current Secretary to update the R I Membership database, via the web, access, on 1<sup>st</sup> June, so that the June, so that the July Semi-annual Report will be updated and accurate.
- Update your Club mailing list.
- Get ready the Club Stationery for the Rotary year.

**In addition, the following events / meetings could also be planned in advance:**

- Monthly Board meeting preferably on a fixed day of every month.
- Club Assemblies – a minimum of six.
  1. Immediately after the District Assembly.
  2. Immediately after your installation in July.
  3. Prior to the District Governor's Visit.
  4. During Assistant Governor's Visit.
  5. In January, to review the progress of projects.
  6. After the District Conference.

The following events must also find a place in your calendar of events:

- Family get-togethers / Dinner meetings / Picnics.
- District Governor's Official Visit.
- Intercity forums or other District meetings.
- Charter Day anniversary.
- Celebration of Local festivals.
- Other Club meetings or activities.
- District Conference / District Assembly.
- GSE Team Visit.
- New Year / X-mas / Id / Diwali/ Onam celebrations.
- Independence day / Republic day celebrations.

## **TIPS FOR QUALITY WEEKLY MEETING**

- Plan meetings well in advance.
- Ensure the availability of attendance register, Collar, gavel, bell, etc.
- Plan and assist to open and close meetings on time.
- Help to follow an order of business for each meeting.
- Receive and welcome visitors.
- Recognize the presence of the District officers, Sister Club Presidents and Secretaries.
- Extend courtesies to guest speakers.
- Provide Rotary Information at Club meetings.
- Encourage Club members to present program.
- Send letters of invitation and appreciation to each guest speaker.
- Plan and keep emergency program in reserve.
- Arrange for refreshments for the chief guest and VIPs.

**Planning activities and projects through Committees and as Secretary, you have to play a leading role in the functioning of the Committees.**

- Ensure that the Chairmen coordinate the work for which they are responsible.
- Set targets and deadlines.
- Encourage Committees to enlist new Rotarians and those who are not assigned to any Committee.

## **DISTRICT GOVERNOR'S OFFICIALS VISIT**

**This most important event for the Club could be made successful by proper planning.**

- The date of Governor's visit will be initiated through the District directory at the beginning of the year itself.
- District Secretariat will inform sufficiently in advance about the Governor's visit and seek information about the program fixed for the visit.
- Kindly ensure that the program is sent for District governor's approval before it is finalized.

- Governor shall send three copies of format of Summary of Club Plans and Objectives to the President. Help the President in completing the form in duplicate and return to the Governor at least a fortnight prior to his visit, along with the program for the visit, with copies to AG and GPC/GGR.
- Ascertain Governor's program in advance like arrival time and mode, accommodation, onward journey, whether the First Lady is accompanying, etc.
- Give maximum publicity about the Governor's visit in your Club and promote 100% attendance with families.

**Action: One month prior to the visit**

- Assist in convening meetings of Board of Directors and Club Assembly to discuss programmes for the visit.
- Assist in obtaining written reports from Chairmen of each committee and discuss the same in the Board.
- Prepare the Committee Chairmen to present the reports to Assistant Governor during the Club Assembly.
- Encourage all Rotarians to attend Club Assembly and Governor's visit.
- 

**At the time of Governor's visit – be ready with**

- Attendance Register
- Minutes of the Board meetings.
- Reports of Directors and Committee Chairmen
- Roster of filled and unfilled classifications.
- Updated list of members with classifications.
- Important Club records, proof of payment to RI dues, District dues, etc.

**Minuting of the proceedings of meetings**

Minute the proceedings of all the Board meetings and Club Assemblies and obtain the endorsement of the President. The signatures of the members present at the meeting shall also be obtained in the register. The minutes of various Committee meetings are to be recorded and maintained. Information on the important decisions of the Board of Directors may be arranged to be communicated to the members of the Club either by means of the Club Bulletin or through a letter.

### **Contributions to the Rotary Foundation**

Ensure that all the contributions to the TRF are routed through you and maintain relevant records. Make sure that each contribution is accompanied by the TRF recognition / contribution form and is sent to the RI south Asia office at New Delhi. The receipts received from the TRF in the name of the club may be preserved, for record and future reference.

### **Induction of new members**

Arrange to induct the new members at a nice function. Make the new members feel proud and privileged. Seat them on the dais. Recognise their spouses and children. Provide the new members with necessary material like Basic Rotary information brochures, lapel pin, Club roster, membership card, copies of the Club constitution, bylaws, etc.

### **Publication of activities**

Provide necessary information on the various projects, weekly meetings, etc., accompanied with photographs to the Bulletin editor, for favour of publication in the Club Bulletin. Reports on major projects with photographs may be sent to the Rotary News / The Rotarian, for publication.

Your accomplishments at the end of the Rotary year will be a reflection of the detailed planning and preparation that you and your team have put forth.

**Anything that is well begun is half completed !**