

Building Effective Clubs

Learning Objectives

1. Set Goals
2. Use the Planning Guide
3. Have a Strategic Plan
4. Run an Effective Club
5. Club's Administrative Requirements

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Setting Goals

1. Establish timeline
2. Share steps to success
3. Identify resources
4. Assign responsibility
5. Measurement criteria
6. Monitor and report
7. Evaluate results

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The Planning Guide

1. A working document
2. Goals due by July 1
3. Assistant Governor
4. Board adoption
5. Present to club

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Standard Constitution

1. Provides guidelines

- Meetings, Attendance
- Membership requirements
- Directors and Officers
- Admission fees and dues
- Bylaws, Amendments

2. Council on Legislation

3. Using current version?

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Recommended By-Laws

Contains club governance

- Election of Directors/Officers
- Officer and committee duties
- Election and voting methods
- Leaves of absence
- Finances
- Order of business
- Admission fees and dues
- Amendments

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Ammending By-Laws

The president should:

1. Provide 10-day notice
2. Ensure quorum (1/3)
3. Pass by 2/3 present
4. Example:
 - Club of 63 members
 - 21 are present (quorum)
 - 14 “yes” votes needed to pass

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Administration and YOU

1. Know club policies
2. Know club procedures
3. Know D&O role
4. Fulfill RI requirements
5. Fulfill district req's
6. Oversee finances
7. Develop programs

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Reporting Requirements

1. Semi-annual Reports
2. Membership changes
3. *Official Directory* data
4. Use of TRF funds
5. Club goals to district
6. Attendance to district

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Failure to Report

- Termination of club
- Prevents receipt of mail
- Officers not in Directory
- Impairs communication
- TRF funds stewardship ?
- TRF investigation

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Risk Management

- **Annual Budget**
 - » Approved by Board
 - » Approved by Club
 - » Before July 1
- *Financial and Risk Management Best Practices Checklist*

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Member Access

- View/edit member data
- Access Semi-annual rpts
- Remit RI dues/fees
- Update club data
- View TRF contributions
- Search worldwide data
- Convention registration

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Rotary Meetings

Plan and Conduct:

- Weekly club meetings
- Club Assemblies
- Board Meetings
- Assistant Governor visits
- DG official visit
- Leadership development

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Rotary Meetings

Promote:

- District Assembly
- District Conference
- District Seminars:

Rotary Foundation

Membership

Leadership/Training

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The Club Trainer

1. Presidents can appoint
2. Comprehensive plan
3. Works with:
 - President, Board, committees
 - District Trainer
 - District Governor
4. Address training needs
5. Trainer responsibilities

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Effective Meetings

- Delegate (program committee)
- Plan programs (contingency)
- Create agendas
- Rotary calendar
- Rotary Information pgm
- Begin and end on time
- Evaluate meetings

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The Club Assembly

What is it?

- Meeting of all members
- Replaces a regular mtg
- Have 4-6 each year
- Encourage newer members to attend

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Club Assembly Topics

- Annual/long-range goals
- Service projects
- Key committee reports
- Club training
- Member education
- Growth and retention
- District events

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Governor's Official Visit

- Personal visit to clubs
- Individual/multiple clubs
- Rotary issues focus
- Motivate Rotarians
- Recognize achievements
- Recognize TRF support
- Provide advice/counsel

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Where to go for Help

- Assistant Governor
- District Governor
- Past District Governors
- Past Presidents
- District Chairs:
Membership, TRF, etc.
- RI's "Running a Club"