

Running Your Club

The administration of your Rotary club is ultimately under the supervision of your club's board of directors, which YOU lead. Your club leadership team, particularly the club administration committee, should assist you with your administrative responsibilities in order to make club operations more effective.

The entire RI website, Rotary Club Central, My Rotary, and the Carolinas' PETS website are key resources for running your club. Assistant governors and your [RI Club and District Support representatives](#) can also help answer your questions.

As President-Elect, you have these responsibilities:

- Appointing and meeting with your club administration committee
- Knowing your club's administrative policies and procedures by reviewing the most recent versions of the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws
- Working with club leaders to update your club's constitution and bylaws
- Determining which best practices of *Be a Vibrant Club: Your Club Leadership Plan* (245-EN) can strengthen your club

As club President, you have these responsibilities:

- Fulfilling district and RI administrative requirements:
- Overseeing the club's reporting requirements
- Working closely with the club secretary to ensure that required reports and forms are sent to RI and the district in a timely manner
- Keeping club records current and making sure the semiannual dues payment is made in a timely manner
- Overseeing the management of club finances
- Minimizing risk during club activities
- Ensuring the Rotary Marks are used properly
- Running effective club meetings, board meetings, and club assemblies
- Encouraging attendance at the district training assembly and additional training meetings, as appropriate
- Preparing for the district governor's visit and the quarterly (or more) visits or meetings with your assistant governor

Your Club Administration Committee

Ensuring effective club administration is a collaborative effort.

As club President, you lead this effort while the club administration committee carries out the specific responsibilities. The club administration committee is one of the recommended committees of your club. Your club may amend its bylaws to reflect the specific responsibilities of this committee, adding subcommittees as needed. The club secretary and treasurer should be members of this committee. The committee chair, appointed by you, should be part of your club leadership team.

Your club administration committee has these responsibilities:

- Helping the club secretary track club attendance
- Maintaining club membership and reporting to Rotary International
- Helping the club treasurer collect dues
- Organizing club meetings
- Organizing social events for club members to get to know each other better
- Producing the club newsletter and website

Rotary Meetings

Club, district, and international meetings allow Rotarians to learn more about Rotary, develop future leaders, and provide an opportunity for Rotarians to get to know each other better. Throughout your year, prepare for these meetings:

- Club meetings
- Club assemblies
- Board meetings
- Assistant governor visits
- District governor's visit
- RI Convention (to experience Rotary's internationality)
- District training assembly, conference, and seminars for The Rotary Foundation, membership, and leadership (to meet other club leaders in your district)

Club Meetings

The club President presides over all club meetings. Club meetings should feature interesting programs that enhance members' Rotary knowledge, reinforce the value of continued membership, and increase awareness of local and global issues. The club administration committee is responsible for developing club meeting agendas under your direction.

Club Assemblies

▶ A great idea and a "Best Practice"

Most clubs hold four to six assemblies per year to ensure clear and regular communication between club leaders, club members, and district leaders. Encourage all members to attend, especially new members.

You or another designated officer should preside at club assemblies. Before planning assemblies, seek input from members to ensure the meetings address their interests and concerns.

- ✓ ***TIP AND BEST PRACTICE – Any month that your club will meet 5 times, schedule your club assembly for that 5th meeting time. This will typically occur once per quarter.***