



Club Secretaries for the Modern Age

Or, what they forgot to tell you when you
agreed to this role!

Today's Goals

- Secretary's Role and Responsibilities
- How to Access & Utilize DACdb
- Resources

Secretary's Role (not your grandmother's version)

- Attend the club leadership training and the district conference (June 21-22)
- Meet with outgoing Secretary and receive club records
- Create a My Rotary account at www.rotary.org
- Update your club's records and member list as changes occur
- Pass on the club invoices for RI and the District and current membership count to the treasurer
- Take minutes at club and board meetings and club assemblies
- Update club and officer information (current and incoming)
- Take attendance and submit monthly reports to the district governor

Secretary's Role (not your grandmother's version)

- Attend the club leadership training and the district conference (June 21-22)
 - Score! (you are here)
 - District Conference is a great opportunity to learn more
- Meet with outgoing Secretary and receive club records
 - Don't wait until July 1
 - Get familiar with the duties your club expects
- Create a My Rotary account at www.rotary.org





My Rotary | Club Finder



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People of Action

Rotary is where neighbors, friends, and problem-solvers share ideas, join leaders, and take action to create lasting change.



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Manage

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News & Media

Member Center

My Rotary Member Dashboard

Welcome to My Rotary, a place for members of Rotary to access tools and information to make your membership experience better.

If you are not a member of Rotary, please visit our home page at [Rotary.org](https://www.rotary.org).

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Rotary Spotlight





Exchange Ideas

Take Action

Learning Reference

Manage

The Rotary Foundation

News & Media

Member Center

Club & District Administration

- Club Administration
- District Administration
- Contributions
- Reports
- Rotary Club Central

Community Marketplace

- Official Rotary Apps
- Club Management Systems & Website Providers
- Marketplace Resources

Brand Center

- Our Story
- Guidelines
- Logos
- Materials
- Ads
- Images & Video
- Strengthening Rotary Resources

Products & Services

- Shop.rotary.org
- Licensed Vendors
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Travel & Expenses

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World at the 2017 Atlanta convention. >



Club Administration in My Rotary

Club Invoice

- Current and past invoices
- Preference for paper or email

Update Member Data

- Add, edit, or remove members
- Add, edit, remove club officers
- Record a new member sponsor

Update Club Data

- Meeting details, address and contact information
- Designate a club management vender (i.e., DACdb or Club Runner)

Secretary's Role (not your grandmother's version)

- Update your club's records and member list as changes occur

- 30 day window for reporting terminations
 - Accuracy of contact information

- Pass on the club invoices for RI and the District and current membership count to treasurer

- Invoices from RI and District come in January and July

- Provide treasurer with current membership number to avoid over or under payments

- Payments are due by the end of the month in which received

- District invoice includes fees for President-Elect Training and Club Leadership Training



Secretary's Role (not your grandmother's version)

➤ Take minutes at club and board meetings and club assemblies

-Review previous minutes for format and content

-Nothing wrong with improving on both

-Follow the president's agenda or use traditional such as:



Date, location, names of those present

Approval of previous minutes

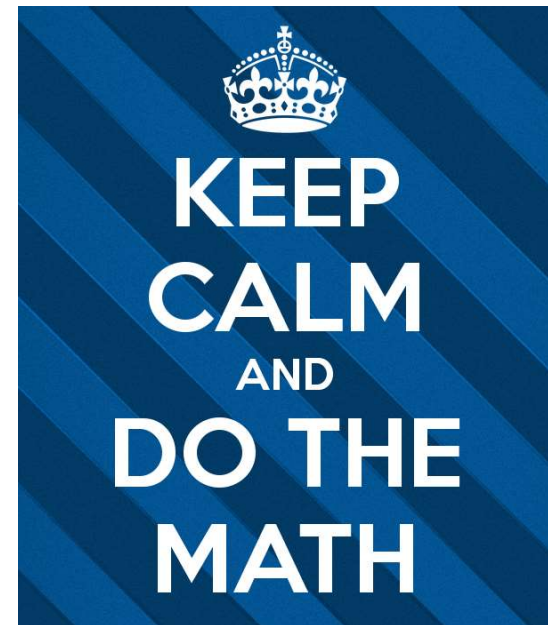
Reports; old business; new business; adjourn

Key component is to include actions taken especially the wording of motions and by whom

Distribute draft well in advance of next meeting

Secretary's Role (not your grandmother's version)

- Update club and officer information (current and incoming)
 - Do this on DACdb
 - If you have connected DACdb to RI and vice versa, data will be transferred to RI – no need to duplicate entry
- Take attendance and submit monthly reports to the district governor
 - Reporting attendance to district governor is still a requirement despite changes in attendance requirements; if not taking attendance inform DG at the beginning of year.
 - This is due by the 15th of the month following the reportable month
 - Attendance is reported as a percentage (actual divided by possible)
 - Reporting is done through DACdb



Secretary's Role (not your grandmother's version)

4.090. Attendance Reports.

Each club shall forward monthly attendance reports of its meetings to the governor within 15 days of the last meeting of each month. Non-districted clubs shall forward such report to the general secretary.

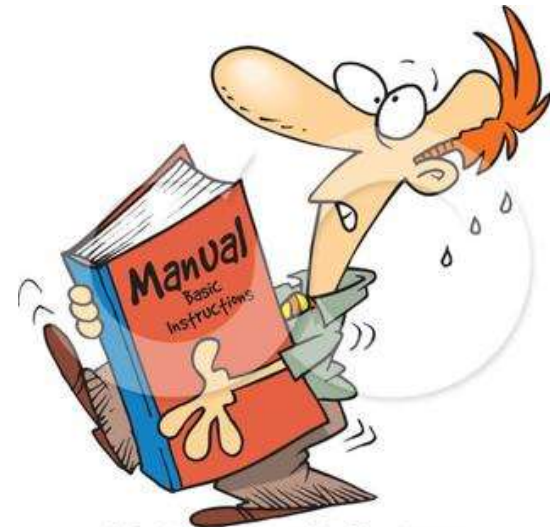
4.100. Attendance at Other Clubs.

Every member shall have the privilege of attending the regular meeting or satellite club meeting of any other club except for a club that previously terminated the membership of said person for good cause.

4.110. Exceptions to Provisions on Membership.

A club may adopt rules or requirements not in accordance with sections 4.010. and 4.030. - 4.060. of these bylaws. Such rules or requirements shall supersede the rules or requirements of these sections of these bylaws.

From the Manual of Procedure



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Secretary's Role (not your grandmother's version)

Make Up Attendance – 14 Days before or after club's meeting

if:

- Attends satellite club, e-club or another club; or*
- Attends regular meeting of a Rotaract or Interact Club, Community Corps or Rotary Fellowship; or*
- Attends RI Convention or other RI meetings; or*
- Attends and participates in club service project or club sponsored community event, or*
- Attends a a board meeting, committee meeting, or*
- Participates through a club website in an interactive activity*

From the Manual of Procedure. Article 12, Section 1



Secretary's Role (not your grandmother's version)

Excused Absence Types

1-Board - the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months.

2-Rule of 85 - the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, the member has been a member of one or more clubs for at least 20 years, and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

From the Manual of Procedure. Article 12, Section 3

When a member whose absences are excused fails to attend a club meeting, the member and the member's absence shall not be included in the attendance records. In the event that a member whose absences are excused attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

From the Manual of Procedure. Article 12, Section 5

Secretary's Role (not your grandmother's version)

Example:

My club has 27 members of which 5 meet the 85 rule criteria and 3 are otherwise excused by the Board for various reasons.

At the regular meeting held on March 30, none of those with excused absences attended the meeting, so I adjust my club members number to $27-5-3=19$. Thirteen members were present. So the ratio for that day is $13/19=0.6842$. To get the percentage multiply ratio by 100 = 68.42%.

However you need to include all the club's regular meetings for the month. Using data from below add each result together and divide by the number of meetings:

$$(0.6316 + 0.75 + 0.8571 + 0.7 + 0.6842) / 5 = 0.7246 \times 100 = 72.46\%$$

March 2	March 9	March 16	March 23	March 30
27-5-3=19 12 present 12/19 = 0.6316	27-4-3=20 15 present 15/20=0.7500	27-3-3=21 18 present 18/21=0.8571	27-5-2=20 14 present 14/20=0.7000	27-5-3=19 13 present 13/19=0.6842

Resources

- ❖ Take online courses for club secretary in the *Learning Center*
- ❖ Be a Vibrant Club – Your Club Leadership Plan (245NAM-EN-(917))
- ❖ Standard Rotary Club Constitution
- ❖ Recommended Rotary Club Bylaws
- ❖ District 7620 website and DACdb
- ❖ My Rotary and Rotary Club Central
- ❖ Rotary Leadership Institute (RLI)
- ❖ And more....

