

# SECRETARY SESSION

## Anne Griffin

District Secretary



Rotary International District 1040

District Assembly for 2024/25

# THE DISTRICT SECRETARY

- Work with club secretaries
- Will build up knowledge of RI /RGI/Club constitutions, by-laws and Compliance policies or know someone who knows
- Two way traffic – I'll keep you informed. You respond when relevant. Both in a timely manner please.
- Working with the DMS database (not for much longer), My Rotary and the move to RotaryView
- Will mainly use Email to communicate, but we can talk
- Use the What's app group for sharing as well
- Here to help. Please do not struggle.

# YOUR CLUB COUNCIL

## President and Council run the Club

**Council comprises: your club officers plus  
elected members**

**Council runs the Club.....**

# CLUB LINKS

## Where do you fit in?

You'll receive information from

RI and RGBI .....Usually by email

District .....Usually by email

Other Clubs and Rotarians.....

Someone NEEDS this information

**YOU** decide who

But do not become a gatekeeper share!

# CLUB SECRETARIES

You are the key link between:

Club members  
The Club and District  
The Club and RGBI  
The Club and RI

# CLUB SECRETARIES YOUR DUTIES

- **Maintain proper records and minutes**
  - **Register and update members on the data bases – or delegate**
  - **Promptly Delete members who leave** (especially check up to date before 30<sup>th</sup> June and 31st December
    - – it affects your capitation bill!)
  - **Ask someone in your club to handle Rotary Club Central**
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- **Club Assembly (June) outlines coming year's projects**
- **AGM (May) deals with the year about to end**
- **SGM (Nov) Approves accounts and Elects club officers for following year**

*Put them on ???? as soon as you know them*

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- **Oversee**
  - **Equality and Diversity and Safeguarding Policies** (David Shaw & Brenda Wood)
  - **Health and Safety** (Malcolm Tagg )
  - **Data Protection Policies** (Elaine Bowers)

*Compliance Statements needed each year*

# CLUB SECRETARIES

## When you email to a group of people

- Send it to yourself in the TO line
- Put the recipients in the BCC line
  - This helps reduce the likelihood of 'replying to all'
  - It also assists with compliance and Data Protection
  - If the email asks you not to reply to me please reply to where identified

# DISTRICT COUNCIL

## What District Needs from Clubs

**Take part** – it's where decisions are made

**Let District know if your expectations are being met**

**If you don't like what District is doing – let it know!**

**Your links to the District are via your AG, the District Secretary or the DG**

**Communicate** – pass on discussion points and other information to your members so their views can be represented and they have awareness of district decisions



# NOTICES & DISTRICT MAILINGS

## From District:

Reports and information will come to YOU.  
Distribute to all or filter? YOU decide  
BUT don't be a black hole.  
I'll tell you if it requires a response and, if so, by when and to whom  
Occasionally I will share information with all Rotarians in the district.

## From RI/RGBl:

Report the detail to your President and Council

## What you won't get from me:

Individual club events – I haven't got the time (although I do weaken occasionally) so please DIY, or I'll be filling your inbox almost daily.

# CLUB SECRETARIES

**District Nominations/Elections are held for**

**DG, District Officers, AGs and Service Chairs**

**Postal Voting using email is used under RI by-laws**

**Please be aware of deadlines for response**

# CLUB SECRETARIES

## MEMBERSHIP APPLICATIONS

**Make sure you use your own club policy, that has been agreed. There is information on Rotary Central (forms to use)**

*seek them out on line each time you need them*

*Our membership lead is AG Caroline Murie and DGNE Anne Sutcliffe*

**ANY DOUBTS ASK!!!**

# TOOLS TO HELP YOU:

RGBI Standing Orders (Not the RI version)

RGBI Constitution

Standard Club Constitution

RGBI Manual of Procedure

Secretaries in other clubs, District Officers and AG's

Compliance documents in My Rotary

Secretaries WhatsApp group

# INSURANCE

**RGBI Insurance for clubs:** *Policy details are on the RGBI website*

**There's a lot of cover:** *but **DON'T ASSUME** everything is covered*

**Don't sign anything without READING it:** *no matter how boring it looks!*

**Do a RISK ASSESSMENT:** *cover depends upon it*

**If in doubt **ASK** Bartletts or Malcolm Tagg**

# CLUB SECRETARIES

## Compliance documents

You should oversee these (or make sure someone does). Requires positive action each year

**Link sent to clubs via presidents & secretaries for documents to sign**

**Equality Diversity & Inclusion Policy**

**Safeguarding Polices**

**Health & Safety Policy**

**Data Protection Policy**

**Now need second compliance form for Trusts**

**These ensure that the Rotary Clubs conform to the LAWS of the LAND**

# DISTRICT COMPLIANCE TEAM

## Safeguarding:

- Brenda Wood – [blwood50@hotmail.com](mailto:blwood50@hotmail.com)

## ED&I:

- David Shaw – [DavidShawMBE@outlook.com](mailto:DavidShawMBE@outlook.com)

## Health & Safety:

- Malcom Tagg – [mtaggisrotary@gmail.com](mailto:mtaggisrotary@gmail.com)

## Data Protection:

- Elaine Bowers – [bowersco@hotmail.com](mailto:bowersco@hotmail.com)

## District Secretary:

- Anne Griffin – [d1040secretary@gmail.com](mailto:d1040secretary@gmail.com)

# Safeguarding - The future

*The district needs a new safeguarding officer from year beginning 2025 as the current one has already given notification to finish in this role but it would be helpful to have someone in place to start learning about the role.*

*There are numerous policies and guidelines on the RIBI website (in the Compliance section) regarding Safeguarding procedures and policies which should be consulted when planning any club activities. In addition, the DBS web site has advice as well as guidance as to whether a DBS clearance certificate should be applied for.*



# Help for Secretaries

If there was identifiable help for secretaries

**What would it look like ????**

# CLUB SECRETARIES

**Thank You for your patience**

**Any further questions: Just Ask**

**My contact details are:**

**M: 07816 885759**

**E: [d1040secretary@gmail.com](mailto:d1040secretary@gmail.com)**