

# President & Vice President Session

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Rotaract  
Australia



# Club President Roles & Responsibilities

- To lead your club and ensure that it functions effectively.
- To survey, implement & evaluate your club's goals for your year in office.
- Have a good understanding of your club's Constitution and Bylaws
- To communicate important information to your club members.



# Club President Roles & Responsibilities

- To encourage participation at club and district meetings and events.
- Monitoring club budget and work closely with your club secretary and treasurer.
- To update club administration on MyRotary.
- To delegate tasks to club members.
- To mentor the Vice President.



## Becoming El Presidente



# Vice President Roles & Responsibilities

- To work as a team with the club president.
- To be the primary support for the club president.
- To assist the president and other club officers to complete their duties.
- If the president is unable to fulfil their duties the vice president is to step into the role.
- To have a good understanding of the club's Constitution and By-laws.



# Vice President Roles & Responsibilities

- To chair meetings in the absence of the president
- To partake in club committees and report back to the president.
- To adopt the role of a mediator when there is a difference of opinion between club members and the president.
- In the event the current president leaves the club, it is the responsibility of the vice president to step into the role.
- To raise any concerns with the president.



# What are the Key Qualities of a President & Vice President?

To display good leadership skills:

- Communication is key!!
- Be an active listener.
- Always be welcoming and approachable to all club members.
- To be able to delegate tasks and responsibilities.
- To be unbiased and impartial in difficult situations.
- To be able to make decisions for the club.

# What are the Key Qualities of a President & Vice President?

- Both President and Vice President to have a shared vision for the club.
- To be a motivator to all club members.
- To know your club's constitution and bylaws.
- To be able to maintain confidentiality.
- To be a good role model to the club.
- Monitor morale and acknowledge members

When you realise the club actually wants you to delegate work and share the effort and journey of projects and club work throughout your Presidency



# Rotaract Citation

## 2019-2020 ROTARY CITATION FOR ROTARACT CLUBS

The **Rotary Citation for Rotaract Clubs** recognizes clubs that support our strategic priorities by completing certain activities. Clubs have the entire Rotary year to achieve the citation's goals.

To be eligible for the Rotary Citation, Rotaract clubs need to be certified by Rotary International and endorsed by the district governor before 1 July 2019. Clubs will report their achievements by submitting a nomination form by 15 August 2020.

# Rotaract Citation

## UNITE PEOPLE

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Achieve at least 3 of the following goals:

- Achieve a net gain of one member
- Have at least 50 percent of members add their skills and interests in their profiles on My Rotary
- Establish or maintain a twin club relationship
- Host an activity or event during World Rotaract Week (the anniversary of Rotaract); invite the media and tell your club's, and Rotary's, story
- Participate in a networking event or social activity with your sponsor Rotary club

\* Please note: The 2020-2021 Rotaract Citation is not currently available\*

# Rotaract Citation

## TAKE ACTION


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Achieve at least 3 of the following goals:

- Achieve an average minimum PolioPlus contribution of \$25 per member
- Hold an event to raise funds for, or to increase awareness of, Rotary's work toward polio eradication
- Partner with your sponsor Rotary club on a significant local or international service project in one of Rotary's six areas of focus
- Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary.org
- Use Rotary's brand guidelines, templates, People of Action campaign materials, and related resources

\* Please note: The 2020-2021 Rotaract Citation is not currently available\*

# Club Administration

Rotary  My Rotary Rotary.org Club Finder  JOIN DONATE

[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**
  - [Licensed Vendors](#)
  - [Special Offers](#)
  - [Rotary Global Rewards](#)
  - Travel & Expenses**

**Club & District Administration**  
Access applications, forms, and documents to carry out club and district tasks, such as updating club, officer, and member data; running reports; paying dues; viewing contribution information; chartering a club; and more. You will need to sign in to access this section. (Note: Club & District Administration contains many of the links formerly available via Member Access.)

**Products & Services**  
**Order materials from our Shop**  
Our online catalog includes a wide selection of membership, training and public relations materials, DVDs and books, certificates and awards, and more.

[SHOP](#)

# Club Administration

## Club Administration



### Club Finances

#### ☆ Club Invoice

View your club's invoice, pay dues with a credit card, or update invoice preferences

[About the club invoice](#) | [Rotary exchange rates](#)

### Rotaract

#### ☆ Update Member Data

Update Rotaract membership and officer information.

[Add, edit, or remove Rotaract member](#) | [Add, edit, or remove Rotaract club officers](#)

#### ☆ Update Club Data

Keep information on club contact, meeting details, and connections preferences up to date.

[Update data](#)

### Club Sponsorships

#### ☆ Rotaract

Help young adults develop leadership skills and take action in your community.

[Rotaract club certification form](#) | [About Rotaract club sponsorship](#)


#### ☆ Interact

Sponsor a club for youth ages 12-18.

[Interact club certification form](#) | [About Interact club sponsorship](#)

# Completing Reports

The screenshot shows the top navigation bar of the Rotary website. The 'Manage' menu item is circled in red. Below it, the 'Reports' link under the 'Club & District Administration' section is also circled in red.

Rotary  My Rotary Rotary.org Club Finder  JOIN DONATE

Exchange Ideas | Take Action | Learning & Reference | **Manage** | The Rotary Foundation | News & Media | Member Center

- Club & District Administration**
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- Products & Services**
  - Licensed Vendors
  - Special Offers
  - Rotary Global Rewards
- Travel & Expenses**

The screenshot shows the 'Reports' page on the Rotary website. The 'View report' link under the 'Rotary Citation' section is circled in red.

**Reports** PAGE GUIDE

### Individual Reports

#### Contributions & Recognition

- Donor History Report**  
View your contributions to The Rotary Foundation and track your progress toward achieving recognition.  
[View report](#) | [Give online](#) | [Mail your contribution](#)

#### Rotaract Reports

#### Awards

- Rotary Citation**  
Check your club's progress toward earning a Rotary Citation.  
[View report](#) | [About the program](#)

# Contacts

The job may seem tough but you aren't alone! These are some of the people who can help.

- Your District Rotaract Representative (DRR)
- Your Immediate Past President
- Your District Governor or Youth Chair
- Your sponsoring Rotary Clubs
- The Rotaract Australia Executive Team

# Scenarios

# Scenario 1

You're currently in the middle of a very busy week dealing with work and/or study and you are stressed. On top of that, you have a list of tasks that need to be completed before your next Rotaract meeting in two days. Below is the list of tasks that need to be addressed. How would you address each item?

To Do List:

1. Send out a club meeting reminder.
2. Money from the club's latest fundraiser to be deposited into the club bank account.
3. Follow up on any planning progress report on any club committee projects.
4. To reply back to a potential member who has just contacted the club indicating interest to join your next meeting.
5. Facebook & Instagram posts to be posted from club's latest event.
6. Newly inducted members to be added to Myrotary.
7. Your District Rotaract Representative has messaged you wanting to catch up and see how you and your club is going.

## Scenario 2

You have been approached about an event happening soon. The request is to have club members provide volunteer work. It would also require a lot of work and would likely be a huge commitment for the next few months.

In order to participate you would need to give an immediate response and won't be able to contact the whole club to consult with them.

You feel it will benefit them but don't know if they will agree to it. As president how would you face this decision?

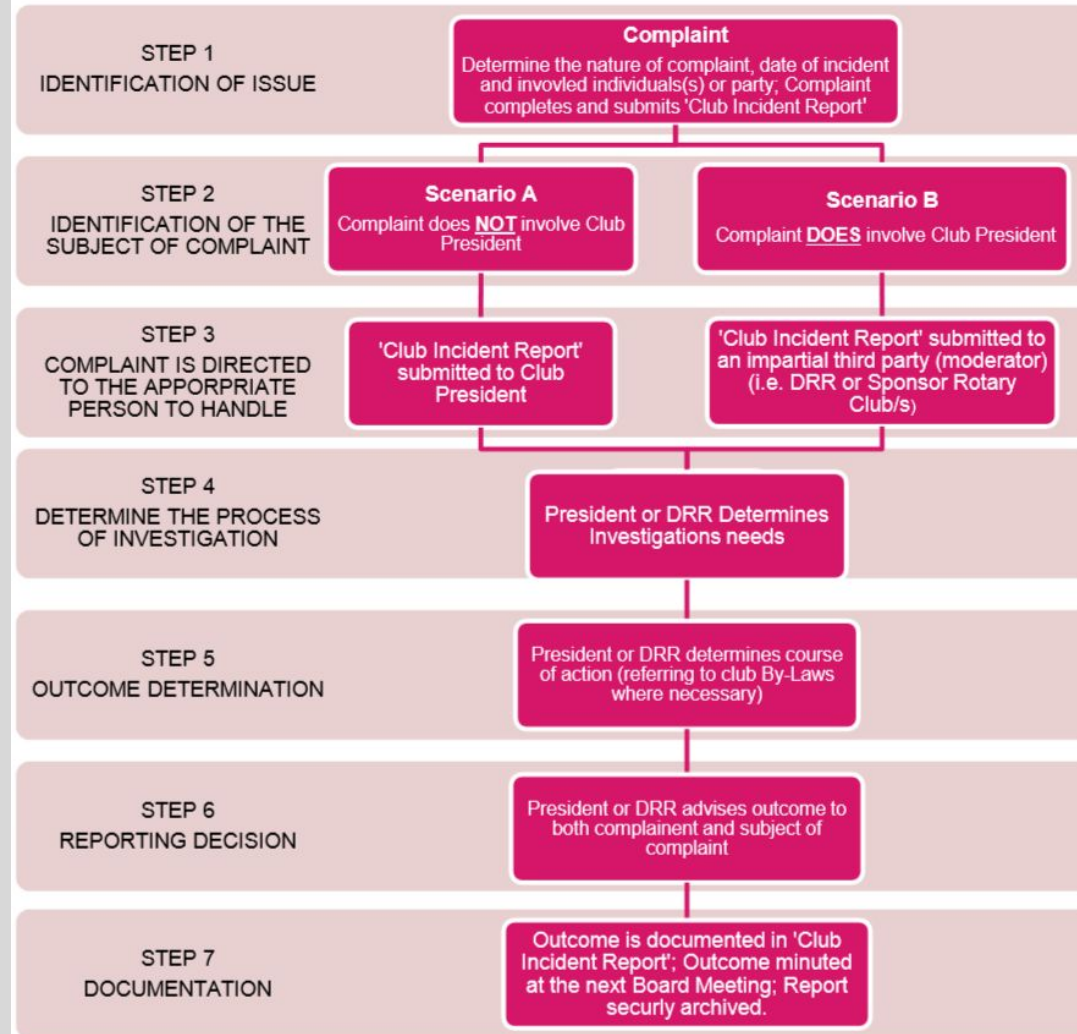
## Scenario 3

A club member has approached you and mentions they were harassed by another club member who was intoxicated at the club's most recent event. Now they feel unsafe to attend club meetings and future events.

Other club members have also mentioned that they have received inappropriate messages from the same person. They are requesting that you remove this individual from the club. How would you as president and vice president work together to address this issue?

# Code of Conduct

## ANNEXURE A



# Incident Report



## INCIDENT REPORT FORM

### Person Involved in the Incident

Full Name:	
Address:	
Contact Numbers:	
Person involved in incident:	<input type="checkbox"/> Club Member <input type="checkbox"/> Rotarian <input type="checkbox"/> Visitor/Guest <input type="checkbox"/> Family/Friend

### Incident Information

Date:	
Time:	
Location of Incident:	
Police Notified:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Description and any events leading up to incident:	
Were there witnesses to the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there were witnesses, please state their name(s)	
Was the individual injured?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the injury, or the body part injured or another information:	



Was medical treatment provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused Treatment
Where was the treatment provided?	<input type="checkbox"/> Onsite <input type="checkbox"/> Emergency Room <input type="checkbox"/> Other

### Recommendations, Plans and Actions Forward

What are the recommendations, plans and actions moving forward?	
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### Reporter Information

Name of person submitted report:	
Signature and date of person submitting report:	Date:
Name of President, Vice President or District Rotaract Representative:	
Signature of President, Vice President or District Rotaract Representative:	Date:

# Code of Conduct

## ANNEXURE C

### CATEGORY 1

- Displaying conduct that is unbecoming of a Rotarian (i.e being disruptive, making unconstructive comments)
- Misuse of online club resources (as a club member);
- Not meeting Club Attendance requirements for Rotaract year;
- Consistently not actively participating in club events/socials;
- Lack of respect for a fellow members, regardless of their position
- Making comments that harm the reputation of the club

### CATEGORY 2

- Sexist / Inappropriate language and comments;
- Notifying an event organizer within 48 hours that they are unable to participate in a club event project, without reasonable excuse;
- Making false and misleading statements on club documentation;
- Not adhering to Board position responsibilities
- Misuse of online club resources (as a moderator or administrator);
- Harassment in person or virtually of any club member
- Being intoxicated whilst representing the club (i.e at conferences, socials)

### CATEGORY 3

- Physical Assault of another individual during a club event;
- Verbally abuse of another member;
- Discriminate, Harass, Bully (including intimidate), Vilify, Victimise, Act or threaten to Act violently;
- Misappropriation of club funds;
- Using a board position for personal gain;
- Use of illegal substances during club events or whilst representing the club;
- Theft of club property;
- Any behaviour that involves police action;
- Breaching Working with Childrens Check Legislation



SEVERITY

# Code of Conduct

## ANNEXURE B

### 1. FORMAL VERBAL NOTICE

- Given by the Club President or Given by District Rotaract Representative (if incident involves Club President)
- Outcome Minuted in Board Minutes;
- Outcome noted in Incident Report;

### 2. FIRST AND FINAL NOTICE IN WRITING

- Directed by the Club President or District Rotaract Representative (if incident involves Club President)
- Outcome Minuted in Board Minutes;
- Outcome noted in Incident Report;

### 3. NOTICE OF CLUB EXPULSION

- Consultation with DRR and/or Sponsor Club/s prior;
- Directed by the Club President or District Rotaract Representative (if incident involves Club President);
- Outcome Minuted in Board Minutes;
- Outcome recorded in Incident Report;
- General Members Informed of Dismissal;

# Q & A

