



**Rotary D9650 - Preparing for your Year
2015-16 Be a Gift to the World**



April

If you haven't already done so, approach people to be on **your Board**, and ask them who they might like to have on their committee

Check that the **club's constitution** has been updated according to the 2013 Council on Legislation, and submitted to the Dept of Fair Trading

Give the dates of the **District Training Assemblies** to your Board members, encourage them to put the closest one to you into their diaries, and use attending the event together as a team building exercise

Sun 3 May - Port Macquarie

Sun 24 May - Gunnedah

If you weren't able to attend the **District Conference** in Inverell, speak to someone who did to find out the latest in Rotary, and ask what inspired them the most!

Check with the current President that the **treasurer** has things in hand to be able to complete the year's books at the end of June and will be able to hand over what will be needed in July

Make sure you have **registered on RI's website - ie My Rotary**. Practise using this website and explore what it offers and how to access things.

Become familiar with the **District website** at www.rotary9650.org.au. It too has many useful documents.

Locate the following:

- The club's ABN
- The club's Incorporation number
- The club's RI number
- A copy of the club's constitution and bylaws updated after the 2013 Council on Legislation

May

Attend the **District Assembly** together with as many of your Board as possible

Organise a planning meeting for your Board

- what will be each person's responsibilities;
- what will be carrying over from the current year;
- what strengths does the club have to build on;

<ul style="list-style-type: none"> - where could improvements be made; - what projects will you focus on; - will you want to apply for a District Grant from the Foundation (due 30 October) 	
Create a club calendar with board meetings and club assemblies in place.	
Decide how you will organise and run your meetings . An agenda for dinner meetings, and one for board meetings is essential.	
See that the outgoing and incoming treasurers are working on a club budget for your year - what will you allocate to which programs (look especially at the Youth programs to set aside money for these, as they can creep up on your!) Discuss club fees.	
<p>Check that you know the following:</p> <ul style="list-style-type: none"> • The club's ABN • The location of the club's Incorporation Certificate (Public Officer) • The location of the club's Charter • How to look up something in the Manual of Procedure (Go to www.rotary.org; click on My Rotary; Click on Learning and Reference; Click on Documents.) 	
Applications for NYSF (National Youth Science Forum) January 2016 from Year 11 students (in 2015) need to be to clubs by 31 May.	
Applications for Honeywell Engineering school for Year 11 students (in 2015) to be held in Sydney open in May.	
Have a social event for your Board with partners to build 'team spirit'.	
Liaise with the outgoing President re the Changeover function - what will be your role, what will you have to do.	

<u>June</u>	
Have a combined Board meeting with the out-going Board to discuss the hand-over of materials and projects etc	
Check with the outgoing secretary that membership details are up to date and accurate on the RI website, as this will determine the dues that will be paid in July. (The amount cannot be changed.	
Make sure you have changed the signatures at the bank - will probably need to take a copy of the minutes of the AGM appointing the new club leadership (Pres & Sec).	
Take part in the Club Changeover as planned	

Have your Board assist you to enter all your goals onto **Rotary Club Central**

Think about how you might cater for the following important ways to build a strong and caring club by remembering the welfare of your members ... people who have no particular role on your board may be given responsibilities here:

- *Establish a system to follow up with club members who have missed recent meetings and encourage them to achieve a make-up meeting;*
- *Invite members to bring their partners and/or children/other family members to a club meeting or club event on a regular basis;*
- *Hold a series of club meetings at the work-place of newer members;*
- *Send a gift subscription of Rotary Down Under to the partner of a deceased club member;*
- *Acknowledge the importance of Rotarians' families and their contribution to our club's success*
- *Re-connect with people who have benefited from Rotary in the past: Scholarship recipients, short or long-term exchange students, Camp RYLA participants, contest winners, service project participants, and anyone who has been touched by the club in the past;*
- *Maintain relationships with the family of deceased Rotarians and spouses and encourage them to continue their involvement in Rotary;*
- *Find ways to honour or otherwise recognise (for example, awarding a PHF) Rotary club members throughout our community;*
- *Establish a sister club relationship with an international club;*
- *Organise community activities wherein you give help to people in need eg cleaning up a yard, visiting the elderly or frail, providing transport - in this way, show publicly the human face of Rotary*

Notes:

July - No theme this month	
Hold a Club Assembly for discussion of club matters (eg fees?)	
Inform Club Members of this year's yearly/half yearly fees and that they are due 31st July & 31 st January	
Make sure a record of your year's important documents is started - list of members, list of board members with birth dates and addresses (requirements of incorporation); somewhere to store your board meeting, club assembly and AGM minutes, etc.	
Appoint/reappoint Club Public Officer. If you appoint a new P.O. notify the Dept of Fair Trading using Form 9A.	
Set the date for the Club's AGM. Remember that following the Audit and the AGM in December, you must see that your Public Officer submits Form 12 to the Dept Fair Trade within 30 days	
Set a date for your Changeover and inform the District Secretary (Elizabeth Tollis annette.mackay@bridgesweb.com.au) & District Governor (Maurie Stack maurie@stacklaw.com.au) of this date	
By 31 July: Ensure Secretary / Treasurer has received Semi Annual Return (now called Club Invoice) and has arranged payment. Because this is a new system of payment, introduced in January 2015, the details for the new system are included on the following 2 pages for your information. <i>Rotary Down Under</i> and <i>The Rotarian</i> Subscriptions are now included in this payment	
Pay District Dues to District Treasurer once Checked	
Feature the new theme in your meetings: <i>'Be a gift to the world'</i> - Discuss what it means to each member, and how it can be put into practice in your club.	
Introduce the new RI President (Ravi Ravindran) to your club - who is he and what does he aim to achieve?	
Outline the Presidential Citation for this year to your members. How can you incorporate these goals into your planning for the year? You will have received a copy of this document at PETS.	
Hold a board meeting	

Notes

NEW INVOICE PROCESS AFFECTS ALL CLUBS



What's changing?

Your dues invoice will take a new form beginning in January. You will now receive a simple, one-page invoice. Rotary will calculate your balance based on the membership information your club has submitted to RI no later than 1 January. You no longer need to make calculations or adjustments — just make sure your member list is current no later than 1 January. Once your invoice is generated, adjustments to the balance can no longer be made.

What parts of my manual should I disregard?

Because club invoices are changing, some important information in your training manuals is no longer correct. The necessary updates are summarized below.

NO LONGER CORRECT

Club Secretary's Manual:

- "Semiannual Report" section, including "Termination and Reinstatement" on pages 12-13

Club Treasurer's Manual:

- "Semiannual Report" section on page 6
- The sample semiannual dues invoice on page 7
- Termination and Reinstatement section on page 8

Club President's Manual:

- "Semiannual Report" section on page 40
- "Termination and Reinstatement" section on pages 40-41

NEW INFORMATION

Club invoice

- What was called the Semiannual Report (SAR) packet is now called the club invoice and will be only one page.
- Your club invoice will be sent twice a year, no later than mid-July and mid-January.
- The balance on your invoice will reflect your club's membership list in RI's database on 1 January and 1 July.
- There is no longer a worksheet or any need to make calculations.
- The invoice balance is due in full, and the amount cannot be changed.

Termination and reinstatement

- Clubs with unpaid RI dues will be terminated 4 months after the 1 July and 1 January invoice dates instead of 6 months after.
- Clubs can be reinstated within 150 days after termination instead of 365 days.
- To reinstate, a club must pay its accrued balance in full, including a reinstatement fee of \$30 per member instead of \$10 (penalty fee) or \$15 (re-charter fee).

Member reporting

- The club secretary is responsible for updating membership information.
- Add new members' information within 30 days.
- Remove terminated members from your list within 30 days.
- All updates must be submitted no later than 1 January or 1 July to ensure that the invoice balance reflects actual membership.
- If you send your membership changes by fax or mail or use Member Data Integration, they must be received before the deadlines of 1 July and 1 January.
- Clubs that participate in the data integration initiative must follow the steps above within their own local databases.

General

- Replace all references to Member Access with My Rotary.
- Club secretaries must also report incoming club officers by 1 February.

How do I update my club's member list and pay dues online?

Club secretaries, presidents, treasurers, membership chairs, Foundation chairs, and executive secretaries can edit membership lists by signing in to My Rotary. If you don't have an account, [create one today](#).

Once you sign in, go to the Manage section, and then to Club Administration. There you can add, edit, or remove a member's information and pay your invoice balance.

What if I don't use My Rotary to report membership changes?

If your club uses [Member Data Integration](#), you can update membership information through your software provider or local database. Or you can complete the [Member Data Form](#) and email it to data@rotary.org.

Where can I find more information?

Your main source for up-to-date information about your club invoice is the [Club Invoice](#) page of Rotary.org. Email questions to clubinvoice@rotary.org or to your [Club and District Support or Financial representative](#).

August - Membership & Extension Month

Arrange for the Club's finances to be audited by an approved person

Some ideas for Membership Month

- *Take turns inviting guests. Members should take turns inviting prospective members to club meetings. At least one member should be expected to bring a guest every week. This effort could be conducted in alphabetical order, based on the members' first or last names. This consistent approach to growth helps get members in the habit of identifying prospects and asking them to join.*
- *Organize teams. Organize teams of 4 or 5 club members. The goal of each team is to recruit one new member within 3 or 4 months. Each team needs one member who is active in the community, one knowledgeable about Rotary and one who is prepared to make cold calls to sell Rotary.*
- *Go public. Ask one or two members to work on a public relations campaign, sending news releases about your club to local newspapers, radio and TV stations or put up a billboard or use truck ads to promote Rotary. Make sure to include a contact phone number, e-mail address or web site.*
- *Feature great programs. Once you succeed in getting guests to a meeting, make sure they like what they see. Organize interesting club meeting programs that will make those guests want to come back for more.*
- *Educate members. The more your members know about Rotary, the better they will be able to sell Rotary to prospective members. Make sure your club meetings feature regular Rotary education segments. One program every month should be on a Rotary topic.*
- *Start a speaker's bureau. Just as outside speakers promote their causes to your club, your members can visit other organizations and talk about how they are helping the community, eradicating polio and sending more than 7,000 Youth Exchange Students around the world. While they're speaking, they can hand out club your club brochure.*
- *Make the most of your service projects. Every time your club conducts a service project (which is hopefully often); promote Rotary to those you're serving. If your club invites the parents of scholarship winners or outgoing Youth Exchange Students to club meetings, give them information on Rotary and encourage them to join. If your club makes a contribution to a local charity, ask the staff members to visit your club.*
- *Learn from others. Scan your district bulletin and other publications for news of clubs that have recently grown. Pay those clubs a visit and find out how they increased their membership. Observe how they handle their meetings and welcome guests to the group.*
- *Sing your praises. Don't be bashful about your involvement in Rotary. Whether at work or at play, talk up Rotary to those around you. You never know when you might strike a responsive cord with someone just waiting to get involved. Always wear your Rotary pin.*
- *Increase your circulation. Does your club send a bulletin to members before every*

<p><i>meeting? Why not increase its circulation? Send copies to prospective members, to media professionals and to former members. Add a personal note on each, inviting the recipient to attend the next meeting.</i></p> <ul style="list-style-type: none"> • <i>Roll out the welcome mat. Whenever guests come to a meeting, make them feel right at home. Encourage your members to introduce themselves and talk up the club. Many clubs assign one or two long-time members to accompany the prospect and make sure he or she gets a good introduction to your Rotary Club. First impressions are important.</i> • <i>Put prospects to work. If your club is planning an upcoming service project, ask several prospective members to get involved. Why wait until they join the club? Perhaps hands-on involvement in a service project may be just the thing to prod some good prospects into making a commitment to Rotary.</i> • <i>Plan a fun event and invite prospective members.</i> 	
<p>Hold a board meeting</p>	

Notes

<p>September - Basic Education & Literacy Month</p>	
<p>Hold a club assembly</p>	
<p>Make plans to apply for a Foundation District Grant of up to \$4,000 by the end of next month</p>	
<p>Include this information in your club bulletin this month, and discuss it in a meeting.</p> <p>The fifth Area of Focus for the Rotary Foundation Global Grants Program is Basic Education and Literacy. Below is a summary of how they see this best undertaken in developing countries:</p> <p>Rotary supports activities and training to improve education for all children and literacy for children and adults.</p> <p>Area of Focus Statement of Purpose and Goals TRF enables Rotarians to ensure that all people have sustainable access to basic education and literacy by:</p> <ol style="list-style-type: none"> 1. Involving the community to support programs that strengthen the capacity of communities to provide basic education and literacy to all; 2. Increasing adult literacy in communities; 3. Working to reduce gender disparity in education; 4. Supporting studies for career-minded professionals related to basic education and literacy. 	
<p>Some ideas for Literacy Month:</p> <ul style="list-style-type: none"> • <i>Make Literacy the focus for one of your meetings - invite a Literacy teacher as guest speaker</i> • <i>Contribute an article to your local paper outlining some of Rotary's literacy projects eg Seek information about our District's work in Nepal from PDG Neil Adamson inadja@bigpond.net.au.</i> • <i>See Every School a Star www.coeduc.org/PDF/Literacy_tool_kit.pdf for ideas about other literacy projects.</i> • <i>Present a literacy award to a teacher, librarian, author, illustrator, bookseller, journalist, etc, and publicise the award(s).</i> • <i>Approach your school to see if you can assist with reading programs</i> • <i>Create a 'Shop or Swap' program where children can bring their books to swap with other books, or buy.</i> • <i>Buy some picture books or early readers and present them to your school (maybe \$250). Publicise.</i> • <i>Find out about the Dolly Parton's Imagination Library which now operates in Australia. You may be able to participate. www.imaginationlibrary.com</i> • <i>Find out about the Little Free Lending Library Scheme, and consider this.</i> 	
<p>Hold a board meeting</p>	

Notes

October - Economic & Community Development Month

Submit an application for a Foundation District Grant of up to \$4,000 by 30 October. See District website (www.rotary9650.org.au) for a copy of the Grants Manual.

Include this information in your club bulletin this month, and discuss it one meeting:

The sixth Area of Focus for the Rotary Foundation Global Grants Program is **Economic and Community Development**. Below is a summary of how they see this best undertaken in developing countries:

Rotary supports investments in people to create measurable and enduring economic improvement in their lives and communities.

Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to invest in people by creating sustainable, measurable and long term economic improvements in their communities and livelihoods by

1. Building the capacity of entrepreneurs, community leaders, local organizations, and community networks to support economic development in impoverished communities;
2. Developing opportunities for productive work;
3. Reducing poverty in underserved communities;
4. Supporting studies for career-minded professionals related to economic and community development.

Some Ideas for Economic and Community Development Month:

- *Ask members to find articles in RDU or The Rotarian that deal with this issue and discuss how your club might do something similar in the future;*
- *Find out what other clubs have achieved in this Rotary District to improve their local communities;*
- *Write an article for your local newspaper that outlines some of the ways your club has contributed to the welfare of your community over the years;*
- *Create a display of the above for your local library or other suitable venue;*
- *Find out how Vanuatu is progressing since the hurricane earlier this and discuss how your club might contribute to their recovery;*
- *Hold a discussion in your club about what elements in your own local community could be improved using your members' skills, knowledge and service commitments. Use this discussion to draw up a list of potential local projects for the future;*
- *Update your club's goal achievements on **Rotary Club Central**.*

Hold a board meeting

Notes

November - Rotary Foundation Month

Some ideas for Rotary Foundation Month:

- *Have someone give a 3-5 minute talk each meeting about one of the Foundation programs - eg District Grants, Global Grants, PolioPlus campaign, Peace Scholarships.*
- *Ask the District Rotary Foundation Chair (PDG Jo Wilkin jo.wilkin@gmail.com) to address your club about the Foundation Future Vision Programs or any other Foundation topic.*
- *Find out about a couple of the projects that have been funded in the current year.*
- *Plan a local project for which you could apply for a District Grant next Rotary year.*
- *Hold a fund-raising event for the Foundation, and to publicise the work of the Foundation.*
- *Ask an alumnus to address the club about the value of their Foundation experience.*

Check that your club giving to the Foundation is on target - on Rotary Club Central.

Give your members information about the Centurion Program, or the Every Rotarian Every Year Program, and encourage every member to give what they can each year.

Hold a board meeting

Notes

December - Disease Prevention & Treatment Month	
Hold your AGM.	
Have Public Officer submit Form 12 (copy in your folder) to the Dept Fair Trade within 30 days of AGM. Complete the form online.	
Put next years' board members onto RI website through 'My Rotary' - click on 'Manage.'	
Notify DGE Ian Jackson(Ibjackson2@bigpond.com) of your president and secretary, also notify the person putting together the district directory.	
Honeywell Engineering for Year 11 students to be held (approx 1-6 Dec) in Sydney.	
<p>Include this information in your club bulletin this month, and discuss it one meeting:</p> <p>The sixth Area of Focus for the Rotary Foundation Global Grants Program is Economic and Community Development. Below is a summary of how they see this best undertaken in developing countries:</p> <p>Rotary supports activities and training that reduce the cause and effect of disease.</p> <p>Areas of Focus Policy Statements</p> <p>TRF enables Rotarians to prevent disease and promote health by:</p> <ol style="list-style-type: none"> 1. Improving the capacity of local health care professionals; 2. Promoting disease prevention programs, with the goal of limiting the spread of communicable diseases and reducing the incidences of and complications from non-communicable diseases; 3. Enhancing the health infrastructure of local communities; 4. Educating and mobilizing communities to help prevent the spread of major diseases; 5. Preventing physical disability resulting from disease or injury; 6. Supporting studies for career-minded professionals related to disease prevention and treatment. 	
<p><i>Some ideas for Disease Prevention and Treatment Month</i></p> <ul style="list-style-type: none"> • <i>This is the perfect time to highlight Rotary's work to eradicate polio. Remember that newer members will not necessarily know the history of this program;</i> • <i>Ask PDG Jo Wilkin (jo.wilkin@gmail.com) to show your members a Powerpoint about polio and the PolioPlus campaign;</i> • <i>Ask David Pearson (RC of Guyra) to address your members about RAM - Rotarians Against Malaria;</i> • <i>Ask a local doctor to speak to you about attitudes to vaccination in our community and the ramifications of that;</i> • <i>Ask a dentist to speak to you about dental health.</i> 	
Hold a club assembly and a board meeting	

Notes

January - Vocational Service Month	
<p>By 31 July: Ensure Secretary / Treasurer has received Semi Annual Return (now called Club Invoice) and has arranged payment.</p> <p>Rotary Down Under and The Rotarian subscriptions are now included with RI dues.</p>	
Pay District Dues to District Treasurer once Checked	
NYSF National Youth Science Forum: Session A in Canberra 4-16 Jan; Session C in Canberra 18-30 Jan.	
***Register for the District Celebration in Taree 14-17 April. Continue to encourage attendance by as many members and partners as possible.	
<p>Vocational Service focuses on:</p> <ul style="list-style-type: none"> • Adhering to and promoting the highest ethical standards in all occupations • Recognizing the value of all useful occupations, not just those that are pursued by Rotarians • Contributing one's vocational talents to meeting the needs of the community 	
<p><i>Some ideas for Vocational Service month:</i></p> <ul style="list-style-type: none"> • <i>Sponsor a Four-Way Test essay or speech competition for young people.</i> • <i>Get actively involved in providing career information for local school students</i> • <i>Use classification talks by club members for at least three club meeting programs during the year?</i> • <i>Recognize the importance of high ethical standards and public values by giving an award to honour an individual who exemplifies such traits?</i> • <i>Routinely provide a copy of The Four- Way Test and the Declaration of Rotarians in Businesses and Professions to all new club members as they join the club</i> • <i>Post the Four-Way Test on a prominent billboard in your community.</i> • <i>Sponsor an essay contest in which participants describe how they can apply The Four Way Test to their lives. This could be for both youths and adults.</i> • <i>Introduce a "classification talk" series in which each member gives a five-minute talk on his or her vocation. These presentations give members the chance to learn the inner workings of jobs other than their own, including the various problems that arise and the solutions used to address them.</i> • <i>Help young people prepare for their careers by sponsoring a character building project, career day, job shadowing day, or mentorship program.</i> 	
<p><i>The following were some ideas for Rotary Awareness Month (now no longer a Monthly Theme) but they sort of fit in here!:</i></p> <ul style="list-style-type: none"> • <i>Educate your members on Rotary history, programs, or how to raise awareness of your club's projects among your community.</i> • <i>Ask members to share a personal story or experience that they have had because of</i> 	

<p><i>Rotary. Every Rotarian has a Rotary story that can be educational and inspiring.</i></p> <ul style="list-style-type: none"> • <i>Prepare and dispatch a news release when your club has an event, community project, or interesting speaker. About three to seven days before the event, distribute the news release to all of your media outlets. Follow up with a phone call one to two days ahead of the event to gauge the level of interest in your story and pitch a current news angle.</i> • <i>Write a letter to the editor of a local newspaper or magazine in which you profile your club's annual accomplishments and thank the community for supporting Rotary events and programs;</i> • <i>Place a newspaper supplement focusing on your club's projects and programs. If the cost is prohibitive, consider seeking corporate sponsorship.</i> • <i>Solicit media sponsorship of your projects or programs, which should ensure increased media coverage of your event or activity;</i> • <i>Use the new Branding Centre on the RI website for ideas on how to update your bulletin, your website and your facebook page.</i> • <i>Invite prominent media personalities to serve as master of ceremonies at your events or speak at one of your Rotary meetings. Also consider asking them to be honorary members of your club.</i> 	
Hold a board meeting	

Notes

February - Peace & Conflict Prevention / Resolution Month

Locate any District Award trophies the Club may be holding and have them ready to return to the upcoming Conference. Some may need engraving!

Make submissions for District Trophies .

Send your nominations to the District Celebration 2016 Secretary, David Fisher from Taree Rotary Club. Email address: dhjfisher@gmail.com.

Application forms can be downloaded from the District website. They need to be in by **Friday 26 February**.

Include this information in your club bulletin this month, and discuss it one meeting:

The first Area of Focus for the Rotary Foundation Global Grants Program is **Peace and Conflict prevention / Resolution**. Below is a summary of how they see this best undertaken in developing countries:

Rotary supports the training, education, and practice of peace and conflict prevention and resolution.

Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to promote the practice of peace and conflict prevention/ resolution by:

1. Training leaders, including potential youth leaders, to prevent and mediate conflict;
2. Supporting peace-building in communities and regions affected by conflict;
3. Supporting studies for career-minded professionals related to peace and conflict prevention/resolution.

Ideas for Peace & Conflict Prevention / Resolution Month:

- *During World Understanding Month, Rotary clubs focus on projects and programs that promote peace and reduce conflict in our communities and around the world.*
- *Ask someone to address the club about the psychological effects of conflict;*
- *Have a speaker on reducing alcohol related conflict amongst young people; or ask a group of young people come to speak to you about the issue and how it could be addressed from their perspective;*
- *Educate youth on preventive measures to avoid conflict;*
- *Seek a sister club from another part of the world;*
Put some money towards a ShelterBox (one of the DG Partner's projects in 2015-16)
- *Find out about, take part in training programs or campaigns to address negative social dynamics in a community, including but not limited to overcoming racial*

differences;

- Learn about Rotary's Peace and conflict Resolution programs;
- Contribute to a district scholarship for graduate-level study in programs related to peace and conflict prevention/resolution.
- Have a quiz using a powerpoint to see how many members will recognise flags from around the world. The same thing can be done with photos of cities, or monuments, or famous people, anything that makes us think about other people in other places.
- Have a speaker who has emigrated to Australia speak about their experiences;
- Pause each meeting to remember Rotary's quest for goodwill, peace and understanding among people of the world.
- Update your club's goal achievements on **Rotary Club Central**.

Hold a board meeting

Notes

March - Water & Sanitation Month	
Submit your Club's application for a Presidential Citation to DG Maurie Stack (maurie@stacklaw.com.au) by the end of the month.	
Hold a club assembly	
**Make final arrangements to attend the District Conference in Taree 14-17 April. **	
<p>Include this information in your club bulletin this month, and discuss it one meeting:</p> <p>The third Area of Focus for the Rotary Foundation Global Grants Program is Water and Sanitation. Below is a summary of how they see this best undertaken in developing countries:</p> <p>Rotary supports activities and training to provide access to safe drinking water and basic sanitation.</p> <p>Area of Focus Statement of Purpose and Goals</p> <p>TRF enables Rotarians to ensure that people have sustainable access to water and sanitation by:</p> <ol style="list-style-type: none"> 1. Providing equitable community access to safe water, improved sanitation and hygiene; 2. Strengthening the ability of communities to develop, fund and maintain sustainable water and sanitation systems; 3. Supporting programs that enhance communities' awareness of the benefits of safe water, sanitation and hygiene; 4. Supporting studies for career-minded professionals related to water and sanitation 	
<p>Ideas for Water and Sanitation Month:</p> <ul style="list-style-type: none"> • <i>See if someone from the Rotary Club of Coffs Harbour can come to speak to you about their water project in Kiribati.</i> • <i>Ask PDG Ken Hall to speak to your members about his club's project in India.</i> • <i>Find examples of projects in this field in RDU and highlight them one meeting.</i> • <i>Explore the water situation in your local community - do you have plenty, what is its future, what risks are there to deal with in the future? (eg shortage because of climate change, action by mining companies, etc.)</i> 	
Hold a board meeting	

Notes

April - Maternal & Child Health Month	
Attend the District conference 14-17 April in Taree	
<p>Include this information in your club bulletin this month, and discuss it one meeting:</p> <p>The fourth Area of Focus for the Rotary Foundation Global Grants Program is Maternal and Child Health. Below is a summary of how they see this best undertaken in developing countries:</p> <p>Rotary supports activities and training to improve maternal health and reduce child mortality for children under five.</p> <p>Area of Focus Statement of Purpose and Goals</p> <p>TRF enables Rotarians to improve the health of mothers and their children by</p> <ol style="list-style-type: none"> 1. Reducing the mortality and morbidity rate for children under the age of five; 2. Reducing the maternal mortality and morbidity rate; 3. Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children; 4. Supporting studies for career-minded professionals related to maternal and child health. 	
<p>Ideas for Maternal and Child Health month:</p> <ul style="list-style-type: none"> • <i>Ask members to locate an article from the current or past RDU or Rotarian that highlights the work of Rotary in the field of Maternal and Child health;</i> • <i>Write about this topic in your local newspaper;</i> • <i>Find out about the <u>Days for Girls</u> project (www.daysforgirls.org) and consider putting together some items for this wonderful program;</i> • <i>Make Baby kits for Vanuatu;</i> • <i>Have a local doctor speak to you about any issues in Australia, or overseas.</i> 	
Plan the club Changeover. See that the Annual Report will be completed on time, and that any annual awards are organised.	
Check with your treasurer that the books will be ready for audit as soon as possible after the end of June.	
Hold a board meeting	

Notes

May - Youth Service Month	
<p><i>Ideas for Youth Services month:</i></p> <ul style="list-style-type: none"> • <i>Recognize students who exemplify Rotary's ideals of service by offering awards and scholarships for exemplary young people in your community</i> • <i>Involve local youth in fundraising efforts that support projects for young people in the community or around the world</i> • <i>Support youth through community service projects such as donating books and dictionaries to school libraries</i> • <i>If you have a teacher Rotarian, consider starting an Interact club in the teacher's school.</i> • <i>Use your meetings to make sure all members know a little at least about all the youth programs - YEP, NYSF, YEP, RYSTARs, RYAG, RYPEN, MUNA</i> • <i>Ask a former YEP student to speak to the club about their experiences and how they have impacted their life</i> 	
Liaise with the incoming President re the Changeover function - what will be your role, their role, what will you both have to do.	
See that invitations to the club Changeover are sent out	
Applications for NYSF January 2017 from Year 11 students (in 2016) need to be to clubs by 31 May.	
Celebrate 'Hat Day' in conjunction with Australian Rotary Health fund and awareness raising	
Make decisions with your club members about the disbursement of funds at the end of your year	
Hold a social function to celebrate the year's activities and achievements. Make it really fun.	
Hold a board meeting	

Notes

June - Rotary Fellowships Month	
Have everything ready to hand over to the incoming board.	
Hold a combined board meeting to discuss the hand-over.	
The Club Changeover!!! Almost there!!!	
<p>Ideas for Rotary Fellowship Month:</p> <ul style="list-style-type: none"> • <i>Learn more about Rotary Fellowships. How to get involved? Rotary Fellowships are autonomous, international groups of Rotarians, Rotarian spouses, and Rotaractors who join together to enjoy fellowship through a shared interest, Make new friends around the world, Explore new opportunities for service, Have fun and enhance their Rotary experience</i> <ul style="list-style-type: none"> • <i>Consult the Rotary Fellowship Directory (Google it) to get in touch with group(s) you're interested in</i> • <i>Consider joining a Rotary Fellowship that addresses your interest.</i> • <i>Have a member of a Fellowship speak about how this contributes to their Rotary experience</i> • <i>Update your club's goal achievements on Rotary Club Central.</i> 	

Notes