



# Club Officers and Projects Guide

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and David Hulme

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## FOREWARD

The purpose of this directory is to offer guidelines to assist Rotarians undertaking Rotary Matamata roles or projects. This directory will allow office holders to draw on the past experiences of fellow Rotarians and hopefully make positions seem less daunting. It should be read as a guide only. At all times, the President and directors have the final say on the administration of the club. Members should put issues or questions to the Board of Directors through their Committee Director or the Vice-President.

This guide will be updated as required and any additions or comments from the membership are welcomed. Please direct these to the Vice-President or the compilers of this directory: Michelle Tanner, David Hume or Leonie Tisch.

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## INCOMING OFFICER SELECTION

**November:** President Nominating Committee (see below) meet to consider and propose Vice-President for the following year i.e. the President for the period commencing in 19 months (see President Nominating Committee Chair below).

**November/December:** Officer Nominees for the following Rotary year, i.e. from 7 months hence, put to members at the Half AGM for approval.

- Proposed Vice-President, as per nominating committee above
- All other Directors, as selected by *current* Vice-President

Proposed Vice-President, once approved, becomes President Nominee.

Once Directors are elected it is the current Vice-President's responsibility to ensure details of incoming officers are entered into Rotary Central (N.B. The positions of Secretary, Treasurer and Membership Director are usually held for a period of two years due to their complexity but still need to be entered)

**By April/May:** President Nominee discusses with, and selects, Rotarians for the following roles:

- Programme Manager
- Bulletin Editor
- Attendance Officer
- Bar
- Sergeant/Corporal (usually the current corporal will be the following years sergeant)

**April/May** (usually): Club Leader's Seminar. It is strongly recommended that all incoming Directors attend the Club Leader's Seminar to assist with orientation to their roles.

**May:** Incoming Directors meet to decide committees for the year commencing 1<sup>st</sup> July. It is helpful if the President Nominee has selected their preferred Directors for their presidential year so that these potential Directors can serve on 'their' committee for the year prior to Directorship

**June:** Incoming Directors usually invited to a combined Directors meeting to facilitate a smooth handover

Incoming Directors should meet to discuss fundraising and expected expenditure for the following Rotary year

**1<sup>st</sup> July:** All Directors should go to My Rotary and confirm their roles (Membership, Foundation Directors, Treasurer, Secretary and Vice-President only) AND Committee Directors should go to ClubRunner at [matamatarotary.org](http://matamatarotary.org) to set up their Committees

## **PRESIDENT NOMINATING COMMITTEE CHAIR**

This committee comprises the President, Immediate Past President and previous three Presidents. The Vice-President is invited but does not have voting rights. The meeting convened, and chaired by, the most distant Past President (i.e. chair changes each year). The Committee meet once a year, in November, prior to the Half AGM to nominate the next President i.e. the President who will take over in 19 months' time.

Traditionally the current Vice-President phones the proposed nominee to offer them the permission during the meeting.

The Chair then presents the Vice-President Nominee (as chosen by this committee) and Director Nominees (as chosen by the current Vice-President) to commence the following July, at the Half AGM in November (or early December)

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## MEETINGS

**Board of Director meeting**: often referred to just as 'Directors' are usually held on the 3<sup>rd</sup> Tuesday of each month, except December or January. Chaired by the President

**Committee meeting**: usually held on the first Tuesday of the month and held in members' homes. Chaired by that committee's Director

**Annual General Meeting**: held in two parts in June and November/December. Chaired by the President (see club constitution and bylaws)

Presentation of Annual Accounts meeting: Fourth Tuesday of July

**President Nominating Committee**: held once a year in November to elect the next President after the current Vice-President

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## PRESIDENT

The role of the President is to support their directors and provide effective leadership of the club through the term of the presidency, usually one Rotary year. The president will chair Directors' meetings, usually held on the third Tuesday of the month and provides the link between the club and RI, and District.

The principal responsibility of the President, along with the Secretary, is to ensure the club runs in line with the terms of the club's constitution and bylaws, and complies with; the constitution of Rotary International, Rotary District 9930 and the deeds of the charitable trust operated by the club.

If not already done it is essential that the President create a sign in to:

- My Rotary from the [rotary.org](https://www.rotary.org) website
- The D9930 website: [rotary9930.org](https://www.rotary9930.org) and,
- The Rotary Matamata website [matamatarotary.org](https://www.matamatarotary.org). This is the home of club documents and where you can create committee email groups and store all your committee information. Projects can be managed through this site. Directors are encouraged to use these facilities. Please note that you cannot use the 'reply to all' facility in group emails from ClubRunner. (ClubRunner is the platform used for our club, district and New Zealand Rotary sites)

### Resources

- Specific training for the President's role is provided by :
  - D9930 President-Elect Development Seminar (PEDS) in November and.
  - multi-district South Pacific President-Elect Development Seminar (SPPEDS) in February

While attendance at training and development is not compulsory **it is an expectation of the club and district.**

- District Club Leaders Seminar (April/May)
- Rotary Learning and Information (RLI). It is strongly recommended that Directors complete D9930 RLI prior to taking up their role
- Further support is available from the Immediate Past President, District Governor, Assistant Governor and previous club presidents.

The President is encouraged to have budgets, goals and a calendar of events for their year. These will be worked out with, and communicated to, the Board of Directors. The President may request a budget from committee directors.

Club goals must be entered into Rotary Central in My Rotary at the start of the Rotary year.

It is suggested that presidents aim to qualify for the Rotary Citation and refer to this throughout the year. Requirements change each year depending on the RIPs focus.

The President should be mindful of orientating new members and developing club leadership by strongly encouraging Rotarians to attend leadership training offered by district, including District Training and Development, RLI and district conference

The President should ensure that, in the final three - six months of presidency they support the Vice-President to ensure they have a clear understanding of the role and any projects or undertakings given that will be transferred into the new Rotary year. It is usual for the

President to 'stand down' and allow the Vice-President to lead a meeting in the final month or two of the year.

In the event of absence in the first six months of their year the current IPP stands in for the President. During the second six months the VP takes the meeting.

All presidency files should be handed over at the commencement of the Rotary year in a tidy and up-to-date state.

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## PRESIDENT NOMINEE

The President Nominee (PN) is a position that runs from November (after the Half AGM when the club approves the nomination put forward by the President Nominating Committee) until 30 June. On 1 July the PN becomes the Vice-President.

It is essential that all Directors create a sign in to:

- My Rotary from the [rotary.org](http://rotary.org) website
- The D9930 website: [rotary9930.org](http://rotary9930.org) and,
- The Rotary Matamata website [matamatarotary.org](http://matamatarotary.org). This is the home of club documents and where you can create email groups and store information. Projects can be managed through this site. Directors are encouraged to use these facilities. Please note that it is not possible to 'reply to all' to emails sent through ClubRunner. (ClubRunner is the platform used for our club, district and New Zealand Rotary sites)

### Resources:

- While attendance at training and development is not compulsory **it is an expectation of the club and district** that club leaders participate in District Club Leaders Seminar (April/May)
- It is strongly recommended that Directors complete D9930 Rotary Learning and Information (RLI) prior to taking up their role
- [Rotary's Learning Centre](#) provides an array of resources relevant to your role. See specifically Learn by role

The President Nominee will need to select:

- An Administration Committee for their year as Vice-President and,
- Director Nominees for their year as President (these to be confirmed at the Half AGM in their Vice-President year)

These should be done before the current Vice-President convenes a meeting to select Committee members for the following year (usually in May). This is for two reasons:

- It is advisable that the Director Nominees are on their respective committees the previous year to their proposed Directorship
- The Administration Committee members need to be selected first so that their names are removed from the pool of Rotarians that will be allocated to the four other committees

### Calendar for President Nominee:

**November** (19 months before presidency): nomination approved at Half AGM

**ASAP:** Arrange to complete RLI training if not done already

**April/May:** Attend Club Leader's Seminar

**April/May:** Select next year's Admin committee i.e. Programme Manager, Bulletin Editor, Attendance Officer, Bar Coordinator, Corporal and Sergeant (the Sergeant will be the previous year's corporal) and communicate this to VP **before** their May Incoming Directors meeting to select next year's committees.

## VICE-PRESIDENT/DIRECTOR: ADMINISTRATION

The role of the Vice-President is to ensure the club runs smoothly on a week-by-week basis and Chair the Administration Committee (usually referred to as the Admin committee).

It is essential that all Directors create a sign in to:

- My Rotary from the [rotary.org](http://rotary.org) website
- The D9930 website: [rotary9930.org](http://rotary9930.org) and,
- The Rotary Matamata website [matamatarotary.org](http://matamatarotary.org). This is the home of club documents and where you can create email groups and store information. Projects can be managed through this site. Directors are encouraged to use these facilities. Please note that it is not possible to 'reply to all' to emails sent through ClubRunner. (ClubRunner is the platform used for our club, district and New Zealand Rotary sites)

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- It is strongly recommended that Directors complete D9930 Rotary Learning and Information (RLI) prior to taking up their role
- [Rotary's Learning Centre](#) provides an array of resources relevant to your role. See specifically Learn by role

It is the responsibility of the Vice-President to enter the names of incoming officers into Rotary Central at [rotary.org](http://rotary.org) as soon as possible after they are elected (usually in November). You may need the Secretary to do this.

The VP should ensure that Rotary Matamata meets the requirements for applying for a District Grant next year. See [rotary9930.org/page/rotary-foundation-grants](http://rotary9930.org/page/rotary-foundation-grants) This usually means a member must attend the District Grant seminar, usually held at the Club Leader's Seminar, but check the website and this information is covered in detail at PEDS.

If for any reason a meeting is moved away from the club's usual meeting place it is the Vice-President's responsibility to cancel the booking and catering for that evening and, book and arrange catering at the new venue.

Likewise, if we are advised that we need to move venue on a specific night due to a clash in bookings, it is the Vice-President's responsibility (along with the Administration committee) to arrange an alternative venue.

In the event that catering is not required for any meeting the Vice-President will inform the caterers with as much notice as possible.

If appropriate, the Vice-President, in conjunction with the Bar Coordinator, will ensure that the club has an appropriate bar licence (Graham Motion can help with this)

At the start of the Rotary year, and in conjunction with the Programme Manager and Directors, the Admin Committee sets dates for required events. These include; Half AGM (Nov/Dec), Christmas function, Christmas break, AGM (June), Changeover (usually the last Tuesday in June), Presentation of accounts meeting (4<sup>th</sup> Tuesday in July).

This Director/Committee is responsible for arranging the Christmas function and Changeover. Venues should be booked in good time, if required.

From January – June the Vice-President runs the weekly meetings in the event of the President's absence. In addition the President may stand down and let the Vice-President have a 'dummy run' chairing a Rotary meeting.

### **Calendar for Vice-President:**

**ASAP:** Register for and attend RLI training if not already completed

**Before November:** Approach and select Directors for the following year if not already done.

November:

- Attend the President Elect Development Seminar (PEDS) (for D9930 incoming presidents)
- Once approved at Half AGM, add your incoming directors to Rotary Club Central (Secretary can help with this)

**February:** Attend South Pacific PEDS in Auckland (for all NZ and related Pacific Island incoming presidents)

**April/May:** Attend Club Leader's Seminar with all incoming directors

**May:** Convene an incoming Directors meeting to select next year's committees

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## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President (IPP) remains a Director of the club in the year following his or her presidency.

The role of the IPP is support of the new President and to provide continuity in club leadership

The IPP serves on the Administration Committee to support the Vice President. They are advised to attend Directors' meetings as often as possible to provide continuity and history of projects and happenings at a Directors' level.

On request, the IPP will stand in for the President if the President and/or Vice-President is unable to attend a meeting.

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## TREASURER

The role of the Treasurer is to ensure the club's finances are maintained, invoices are paid, meal refunds are processed, payments to District are made in a timely manner and the membership is kept informed of the club's financial position.

The Treasurer is part of the Administration committee and usually serves a two year term.

It is essential that all Directors create a sign in to:

- My Rotary from the [rotary.org](http://rotary.org) website
- The D9930 website: [rotary9930.org](http://rotary9930.org) and,
- The Rotary Matamata website [matamatarotary.org](http://matamatarotary.org). This is the home of club documents and where you can create email groups and store information. Projects can be managed through this site. Directors are encouraged to use these facilities. Please note that it is not possible to 'reply to all' to emails sent through ClubRunner. (ClubRunner is the platform used for our club, district and New Zealand Rotary sites)

### Resources:

- While attendance at training and development is not compulsory **it is an expectation of the club and district** that club leaders participate in District Club Leaders Seminar (April/May)
- It is strongly recommended that Directors complete D9930 Rotary Learning and Information (RLI) prior to taking up their role
- [Rotary's Learning Centre](#) provides an array of resources relevant to your role. See specifically Learn by role

Matamata Rotary has two bank accounts and term deposits. The accounts are reviewed by Michelle Parker at Harris and Co Accountants.

- **The Charitable Trust** which holds and administers funds raised either by the community of Matamata or the Rotary Matamata for community and other Rotary projects (see Rotary Matamata Bylaws)
- **The Incorporated Society** account for the administration of monies which come entirely from Rotarians/members, including but not restricted to, dues/subs, fines, and bar proceeds
- Both accounts may have separate term deposits as well as the working capital.

It is vital that the Treasurer codes monies correctly and use the correct account when depositing/withdrawing funds. Assistance can be sought from the President, the Immediate Past Treasurer or accounts reviewer.

The signatories on the accounts are the Treasurer, President, Immediate Past President and the Vice-President. Any two of the above signatures are required for all payments. **The incoming Treasurer must set up the correct signatories in preparation for the start of each Rotary year.**

The Treasurer will collect and bank monies each week from fines, guest meals and bar proceeds. In addition the Treasurer collects all other monies related to Rotary Matamata and ensures they are handled appropriately.

Term deposits are managed by the Treasurer on the Directors' instructions regarding roll over and term setting, depending on the club's financial position and potential upcoming projects that may require some or all of these funds.

Member's dues are paid by standing order (as required by our Bylaws). The Treasurer monitors the Administration account to ensure all members' dues are paid and follow up promptly and outstanding payments.

The Treasurer must ensure that the membership dues and other subscription dues are paid to Rotary International and District 9930 on time and in full.

All reasonable monthly invoices that do not require approval from Directors should be paid in full and on time e.g. phone bill, hall hire, meals. Any non-routine invoice or invoices with queries should be taken to Directors for approval prior to payment.

A brief financial report of incomings and out-goings, is required at every Directors meeting.

For accounts that are GST registered GST returns must be completed, in consultation with accountant Michelle Parker.

Monies fundraised specifically for projects such as PolioPlus, Shelter Box and Rotary Foundation must be paid to these organisations in full.

Monies donated by individuals to The Rotary Foundation i.e. to 'the Foundation' (which is actually TRF's Annual Fund), or specifically for PolioPlus, must be sent to TRF against that individuals name to ensure they receive recognition.

The Treasurer will ensure that floats are provided as required e.g. weekly bar and reception (for guest meals) and for projects such as ticketed events.

11 month provisional accounts are presents at the AGM in June and the reviewed full year accounts are presented at the Half AGM in November. Where the Treasurers term of office has ended in the July, immediate past Treasurer may present the full year accounts to the Half AGM.

The Treasurer may be asked to assist the President and Vice-President set a budget for the following Rotary year.

Need information on how to send money overseas

Need info on District accounts

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## SECRETARY

The Secretary is vital to the efficient running of the club. The position is one of Administration and ensuring the club meets the requirements of its constitution and bylaws. It is a position which should be undertaken in the full knowledge that it requires a significant level of commitment outside the weekly meeting.

The Secretary is part of the Administration committee and it is usual for this to be a two year term.

It is essential that all Directors create a sign in to:

- My Rotary from the [rotary.org](http://rotary.org) website
- The D9930 website: [rotary9930.org](http://rotary9930.org) and,
- The Rotary Matamata website [matamatarotary.org](http://matamatarotary.org). This is the home of club documents and where you can create email groups and store information. Projects can be managed through this site. Directors are encouraged to use these facilities. Please note that it is not possible to 'reply to all' to emails sent through ClubRunner. (ClubRunner is the platform used for our club, district and New Zealand Rotary sites)

### Resources:

- While attendance at training and development is not compulsory **it is an expectation of the club and district** that club leaders participate in District Club Leaders Seminar (April/May)
- It is strongly recommended that Directors complete D9930 Rotary Learning and Information (RLI) prior to taking up their role
- [Rotary's Learning Centre](#) provides an array of resources relevant to your role. See specifically Learn by role

The Secretary will work closely with the President and meetings will probably be required outside the regular Rotary meeting. Some Presidents will meet prior to the weekly meeting with their Secretary.

The Secretary is custodian of the club's laptop which is used by them and should also be made available for use at club meetings. The Secretary should back up the laptop to the portable hard drive supplied on a regular basis, maybe once a month.

At the start of the year the Secretary should back up Directors USB sticks to the club laptop.

The Secretary is responsible for taking minutes at the Directors', the AGM and Half AGM meetings. Following Directors' meetings the Secretary should:

- circulate minutes to Directors/Rotarians (if requested by that year's President) as soon as possible following the meeting
- advise the attendance officer and bulletin officer of any approved leave of absence (LoA)
- write letters and complete other administrative tasks arising from General and Board meetings

The Secretary will check the Gmail account regularly for incoming correspondence. All RI correspondence will go to the Secretary's personal email address as per RI database. External emails are to be entered on the correspondence sheet.

Mail should be collected at least weekly from the club's Post Office box (PO Box 38), recorded on a correspondence sheet and distributed as appropriate. If there is any urgent correspondence, the Secretary should liaise with the President or Vice-President.

It is vital that the Secretary keeps the membership records/information in My Rotary up-to-date. So that:

- Rotary International (RI) invoices us correctly for subscriptions (via Rotary Down Under [RDU])
- Rotarians receive appropriate correspondence from RI/District

It is particularly important that members joining or leaving and deaths are entered asap. RI's semi-annual returns (SAR) are used to calculate dues. Out of date records will cause incorrect invoicing for club dues which are time consuming to correct

The Secretary will order (from RI in Australia), if required, and provide to the President a New Members pack for each new members induction. A name badge should be ordered from our local suppliers (currently Tainui Press)

After a new member is inducted, the Secretary must ensure they are allocated to a committee and added to all the relevant Rotary databases. This is done by adding the member into the DISTRICT ClubRunner at [rotary9930.org](http://rotary9930.org) This information will then be uplifted to:

- Rotary Matamata's ClubRunner
- RDU
- RI

The previous Secretary will be able to provide assistance in this until the Secretary is confident of the procedure.

The Secretary should ensure the Membership Director has the appropriate forms for nominating new members and is responsible for ensure the correct new member procedure is followed. On receipt of Club Form A from a proposing Rotarian, the Secretary will put the proposed members name to Directors at the next meeting. The proposer must be advised of the Director's decision within 30 days of submitting Form A. When approved by Directors, the Secretary distributes the name of the proposed new member via email to the membership. Any concerns or objections must be lodged in writing to the Secretary within seven days. (See the RI Membership Manual and the Rotary Matamata Introducing Members – A quick guide for more information).

The requesting of a Paul Harris Fellow, and ordering of medallion, is the responsibility of the Secretary. There is a 'Transfer of Recognition Points' form on the club laptop. It is also available at [rotary.org](http://rotary.org). The form is completed and emailed to RI's Australian office. PHF medallions are not included with the pin and certificate and must be ordered separately. Payment is best made by credit card and claimed back from the Treasurer. It may be prudent to check with Directors at the beginning of the year as to the possible number of Paul Harris Fellow awards and then order enough medallions to cover these to save on transaction fees and postage. It is worth noting that there is often a rush at the end of the year as many clubs present PHF's at their changeover.

The Secretary is also responsible for ensuring the speaker gifts (certificates, pens or other gifts as indicated by Directors) are available each week. When the supply is running low, the Secretary should raise with Directors to make a decision on replacements.

Ensuring an adequate supply of Club banners is also the responsibility of the Secretary. Again, it would be wise to discuss with Directors before re-ordering.

The following tasks are the responsibility of the Secretary in preparation for handover:

- engraving of the Presidents board (in situ by Auto Trimmers, Matamata)
- updating of the PHF board (Auto Trimmers, Matamata)
- ordering (if required, from RDU), and engraving of, link for presidential chain (Williams Jewellers, Matamata)
- ordering (if required) IPP and President's pin(s) (RDU)

The Secretary should support the incoming Secretary in the lead up to handover. A meeting is strongly recommended between the two to provide good continuity. This should include; going through the Desktop Handover file on the laptop, ensuring passwords, databases etc. are up to date.

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## COMMITTEE CHAIRS/DIRECTORS

All Matamata Rotarians, with the exception of the IPP, sit on one of five committees:

- Administration (Chaired by the Vice-President, see Vice-President)
- Foundation
- Membership
- Public Image (includes Youth)
- Service Projects

Committee meetings are chaired by the relevant Director who, along with the IPP, President, Treasurer and Secretary, make up the Board of Directors. Committee meetings are usually held on the first Tuesday of the month, often at a members' home. The Board meets monthly, usually, on the third Tuesday of the month. Committee Directors should ensure that **their committee meeting minutes, apologies and any agenda items** are emailed to the Secretary at [mmrotarysecretary@gmail.org.nz](mailto:mmrotarysecretary@gmail.org.nz) **at least one week prior to a Board meeting**. In the event of an apology the Director should ensure that his minutes are presented by a committee representative or another Director.

It is essential that all Directors sign in to My Rotary from the [rotary.org](http://rotary.org) website:

In My Rotary go to: Learning & Reference | Learn by Role | Club Roles for a range of resources to support you in your role. It is suggested that Directors have a look at the courses in the Learning Centre in My Rotary and discuss these resources with their committees when they first meet

It is an expectation of Rotary Matamata that all incoming Directors attend the Club Leader's Seminar in April/May prior to their term of office. All members, but especially Directors, are encouraged to complete District RLI training.

Directors are responsible for:

- continuing projects commenced by previous year's committee
- the responsibilities listed in 'Committee Responsibilities' which can be found in Rotary Matamata ClubRunner
- any other projects as directed by the Board
- ensuring that projects and events optimise public image and membership opportunities

At the end of the Rotary year Directors should ensure an effective handover to their incoming Director, including passing all relevant documentation (a USB stick is available for this)

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## DIRECTOR: THE ROTARY FOUNDATION

The role of this Director and committee is to inspire club members to give to the Rotary Foundation (TRF) and participate in its activities:

- Promote Foundation grants and activities and help members participate in them
- Ensure attendance at the District grant management seminar to ensure club qualifies for Rotary Foundation grants
- Conduct inspirational, Foundation-focused club programs
- Work with your treasurer to submit donations to the Foundation in an accurate and timely manner

It is essential that all Directors create a sign in to:

- My Rotary from the [rotary.org](http://rotary.org) website
- The D9930 website: [rotary9930.org](http://rotary9930.org) and,
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### Resources:

- While attendance at training and development is not compulsory **it is an expectation of the club and district** that club leaders participate in District Club Leaders Seminar (April/May)
- It is strongly recommended that Directors complete D9930 Rotary Learning and Information (RLI) prior to taking up their role
- [Rotary's Learning Centre](#) provides an array of resources relevant to your role. See specifically Learn by role

### Responsibilities and activities:

- At the first meeting of the year discuss ongoing Foundation projects and go through the committee responsibilities list
- Instigate TRF fund-raising projects
- Disseminate/discuss relevant information from Directors meetings
- Liaise with the Public Image Director/David Hulme/Michelle Tanner to ensure media coverage of all events
- Encourage all members to attend District Conference and RLI
- Nominate/suggest PHFs to Directors

### Club activities under this committee

- Maintain Alumni records
- Christmas Hampers/Puddings/Tarts
- Interplast and ROMAC
- Overseas Projects
- Rotary Friendship Exchange
- Vocational Training Teams

## DIRECTOR: MEMBERSHIP

The role of this Director and committee is to:

- retain and recruit members to Rotary Matamata
- strive to achieve the membership goals set by the President

It is essential that all Directors create a sign in to:

- My Rotary from the [rotary.org](http://rotary.org) website
- The D9930 website: [rotary9930.org](http://rotary9930.org) and,
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### Responsibilities and activities:

- At the first meeting of the year discuss committee responsibilities and honorary members. Honorary membership may be offered to distinguished persons within the community e.g. the mayor, local MP, or other members of the community. It is occasionally extended to citizens who cannot meet the financial requirements of Rotary membership but are considered worthy of the position. Honorary membership is usually granted for the Rotary year but in one previous year all current PHF's were awarded lifetime honorary membership. Appointments to honorary membership are made by the Directors. Honorary members do not pay subs or dues. Suggestions for honorary membership are presented to the Board by the Directors for approval. The Secretary then writes to invite them to accept the invitation.
- Ensure all committee members are familiar with the Introduction of New Members procedure and forms and that this is followed (see appendices)
- Actively promote the recruitment of new members
- Optimise the recruitment potential of all Rotary Matamata projects
- Support Rotarians as they introduce potential new members and ensure they are followed up in a timely and appropriate manner
- Ensure new members are supported as they become orientated to Rotary (see below)
- Liaise with the Public Image Chair and champions (David Hulme and Michelle Tanner) to ensure that all Rotary events are used as an opportunity to promote membership.
- Ensure the Membership documentation/forms are in line with any changes from RI and update as required
- Organise fellowship opportunities for members outside of the normal meetings (such as Guess Who's Coming to Dinner)

- Encourage all members to attend District Conference and RLI (particularly new members)
- Mentoring. Once a new member is inducted, one-on-one mentoring is essential to ease them into Rotary. The following are suggestions:
  - Ensure the Rotarian knows which committee they are on and introduce them to the appropriate Director
  - Appoint a mentor or buddy for a new member. This may be the Rotarian who introduced the new Rotarian to Rotary, or any member of the club who is knowledgeable and enthusiastic.
  - New members will be baffled by the terminology and acronyms used within Rotary. They will need help to clarify what certain phrases mean and what occurs within projects that Rotary runs
  - It would be beneficial for the mentor to sit with the new member, at least for the first 4-6 weeks, but remember to also change tables so the new member gets to meet as many Rotarians as possible
  - Give them a job! This is the surest and most effective way to motivate new members
  - Ensure the Rotarian can access Matamata Rotary, District 9930 and Rotary International websites, is signed into My Rotary and directed to new member resources there
    - [rotary.org](http://rotary.org) where they will find My Rotary
    - [rotary9930.org](http://rotary9930.org) , again ensure they sign in
    - [matamatarotary.org](http://matamatarotary.org) our website
    - [rotarydownunder.com.au](http://rotarydownunder.com.au)
    - our Facebook pages

### **Club activities under this committee**

- Club Archive
  - Guess Who's Coming to Dinner
  - Member's welfare
  - Sister Town
  - Spud-in-the-Bucket
  - Heart week
  - Tower Run
  - Lincoln students
-

## DIRECTOR: PUBLIC IMAGE

The role of this Director and the committee is to promote all aspects of the image of Rotary Matamata. This includes ensuring that ALL rotary imagery reflects the current Rotary branding, especially newspaper advertisement and fliers. This committee also has responsibility to implement programmes and activities that support the development of youth (except Rotary Foundation youth programmes which are managed by the TRF committee).

It is essential that all Directors create a sign in to:

- My Rotary from the [rotary.org](http://rotary.org) website
- The D9930 website: [rotary9930.org](http://rotary9930.org) and,
- The Rotary Matamata website [matamatarotary.org](http://matamatarotary.org). This is the home of club documents and where you can create email groups and store information. Projects can be managed through this site. Directors are encouraged to use these facilities. Please note that it is not possible to 'reply to all' to emails sent through ClubRunner. (ClubRunner is the platform used for our club, district and New Zealand Rotary sites)

### Resources:

- While attendance at training and development is not compulsory **it is an expectation of the club and district** that club leaders participate in District Club Leaders Seminar (April/May)
- It is strongly recommended that Directors complete D9930 Rotary Learning and Information (RLI) prior to taking up their role
- [Rotary's Learning Centre](#) provides an array of resources relevant to your role. See specifically Learn by role

### Responsibilities and activities:

- At the first meeting of the year go through the committee responsibilities list
- Ensure Matamata College Interact is well supported
- Disseminate/discuss relevant information from Directors meetings
- Liaise with the Public Image champions (David Hulme, Rexine Hawes or Michelle Tanner) to ensure media coverage of all events
- Optimise the recruitment potential of all Rotary Matamata projects through good publicity
- Encourage all members to attend RLI
- Actively promote the recruitment of new members
- Nominate/suggest PHFs to Directors
- **Interact** (International Action). Support the Board of Matamata College Interact and encourage/support Interact projects. (Rotary liaison Michelle Tanner)
- **Rotary Australia New Zealand Exchange (RANZE)** (previously called Matched Exchange) is a 6 month direct exchange between a family in Australia and another in NZ. Students spend 3 months in each other's homes. Students must be between the ages of 13 ½ and 16 years on 1 January of the participating year. See: <http://rotary9930.org/page/youth-ranzse>
- **Rotary Youth Exchange (RYE)** (both inwards and outwards students) involves the co-ordination with the incoming president if an overseas student is coming to the club for the year. Liaison is necessary with the entire club. Four host families and a counsellor

will need to be locked in prior to accepting a student from District. Likewise, the club will also assist with the application process for outgoing students from our area. Key dates are July and January for new incoming students to arrive while applications for outgoing students are usually handled in the first few months of the Rotary year as New Zealand students leave for their exchanges in January. See:

<http://rotary9930.org/page/youth-rye>

- **Rotary Youth Leadership Award (RYLA)** is usually held in March or April so is in the second half of the Rotary year. Applications for this programme are required in February and an interview of candidates should be held prior to a commitment being made to send an applicant to the course. Applicants need to be aged between 18 and 26, have left school and be working or at university and be able to take a week off work to complete the course. See: <http://rotary9930.org/page/youth-ryla>
- **Rotary Youth Programme of Enrichment (RYPEN)** is usually held in . RYPEN is a residential weekend where the participants participate in a range of outdoor activities designed to build their self-worth. It is aimed at 'average ability' year 10 students who've shown qualities of decency, courage, persistence, sincerity, leadership and application in everyday life, and who deserve further development and guidance. See: <http://rotary9930.org/page/youth-rypen>
- **Summer Science School (Auckland)** occurs in the Christmas school holidays. Applications should be sought (usually through Matamata College) in July and August. Interviews will be needed to select the club's candidates which are then put forward to a District committee for selection. (Note the Waikato SSS has been pulled). See: <http://rotary9930.org/60075/Page/Show?ClassCode=Page&Slug=youth-science-summer-school>

### Club activities under this committee

- Club Banners/Signage
  - RC Matamata website [matamatarotary.org](http://matamatarotary.org)
  - Facebook pages
  - Christmas parade
  - Cure Kids (Red Nose Day)
  - Rotary Youth Driver Award (RYDA)
  - Rotary Youth Exchange (RYE) Student counsellor
  - Lincoln students
  - Sister club (RC Ballina)
  - St Jude's School
  - Walsh Flying School
-

## DIRECTOR: SERVICES PROJECTS COMMITTEE

The role of the Services Projects Director and their committee is to:

- Plan projects to meet local and global community needs, carry them out and evaluate them
- Identify opportunities for signature projects that increase Rotary Matamata's recognition in the community
- Work with other organisations, volunteers, and committee members to maximise the impact of projects
- Understand liability issues that affect projects and activities
- Work with the public image committee to promote projects
- Collaborate with other clubs on projects
- Plan, in consultation with the Vice-President, potential District Grant projects for the following year. (Applications have to be made very early in the Rotary year)

It is essential that all Directors create a sign in to:

- My Rotary from the [rotary.org](http://rotary.org) website
- The D9930 website: [rotary9930.org](http://rotary9930.org) and,
- The Rotary Matamata website [matamatarotary.org](http://matamatarotary.org). This is the home of club documents and where you can create email groups and store information. Projects can be managed through this site. Directors are encouraged to use these facilities. Please note that it is not possible to 'reply to all' to emails sent through ClubRunner. (ClubRunner is the platform used for our club, district and New Zealand Rotary sites)

### Resources:

- While attendance at training and development is not compulsory **it is an expectation of the club and district** that club leaders participate in District Club Leaders Seminar (April/May)
- It is strongly recommended that Directors complete D9930 Rotary Learning and Information (RLI) prior to taking up their role
- [Rotary's Learning Centre](#) provides an array of resources relevant to your role. See specifically Learn by role

### Responsibilities and activities:

- At the first meeting of the year discuss ongoing projects and go through the committee responsibilities list
- Suggest to, and plan/implement service projects as agreed by the Board
- Disseminate/discuss relevant information from Directors meetings
- Liaise with the Public Image Director/David Hulme/Michelle Tanner to ensure media coverage of all projects
- Optimise the recruitment potential of all Rotary Matamata projects
- Encourage all members to attend District Conference and RLI
- Actively promote the recruitment of new members
- Nominate/suggest PHFs to Directors

### Club activities under this committee

- Concert by the Lake
- Christmas Trees

- Dictionaries in Schools
  - Emergency Response Kits
  - Shelter Boxes
  - Kauri Grove
  - Skateboard Park
  - Memorial tree planting
  - Town walkways
  - Blood pressure monitoring
-

## **SERGEANT**

The Club Sergeant plays an important role in the running of club nights and acts as a Master of Ceremonies for the President. The Sergeant will need to discuss with the new President how the meetings are to be run as each President will bring their own flavour to the Rotary year.

The Sergeant is part of the Administration committee.

It is the Sergeant's duty to bring the meeting to order at 6pm (or the designated time for special functions) and initiate the welcome, as discussed with the President.

The Sergeant determines the order for tables to collect their dinner. In the event of there being a top table it is usual for them to go first to allow the President and guest speaker time to prepare for the rest of the meeting.

It is suggested that the Sergeant be at Rotary at least 20 minutes prior to commencement of the meeting to gather fines for the sergeant's session.

The Sergeant is tasked with undertaking a fine session on most Rotary evenings. Fines collected go to the Administration account and are used for such things as Christmas hampers for Rotary widow(er)s or donations to support local people facing hardship. The Sergeant's session is a fun part of the evening and is plays an important part within the fellowship of the club. Sergeants have flexibility as to how they wish to run their session, telling stories, jokes, short quizzes etc

The Sergeant may be called upon to act as the MC for Rotary events, dinners, changeover etc but this is not a given and will be discussed with the Director responsible for the event.

It is usual for the current and incoming sergeants to MC Changeover.

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## **CORPORAL**

The role of the Corporal is essentially to assist the Sergeant with the fine session and to stand in as acting Sergeant if the Sergeant is unavailable.

The Corporal is usually part of the Administration committee.

In the absence of a Rotary Youth Exchange (RYE) student, the Corporal will carry the fines box and collect the monies from Rotarians during the fine session. This is then handed over to the Treasurer

There is a general expectation that the Corporal will progress to being Sergeant the following year.

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## BULLETIN EDITOR

The role of club bulletin editor is to produce and distribute, through ClubRunner the weekly bulletin and to update the Rotary Club of Matamata Facebook (FB) page after each meeting.

The Bulletin Editor is part of the Administration committee.

The bulletin is produced using ClubRunner. There are tutorials available to assist with this. (Please also see Michelle Tanner for assistance). After each meeting where there is a speaker a post should be made to the club FB page, on the same evening if possible. A photo is not essential but should be added to the post if possible. A post is more powerful when accompanied by a photo or short video. You should check with the Programme manager that we have permission to publish the speakers photo.

The bulletin is distributed through ClubRunner to:

- all Matamata Rotarians, active and honorary
- that week's speaker
- club alumni (if required)
- the District Bulletin Review Officer
- District Governor
- Assistant District Governor
- any other interested people e.g. potential new members (an additional persons mailing list can be created in ClubRunner)
- anyone else who has signed up through our website

Anyone receiving the bulletin has the option to 'unsubscribe' at the end of the email.

Members on the distribution list without email should have the bulletin mailed to them on a weekly basis (see the Secretary to arrange a supply of postage stamps/envelopes for this)

As editor, the look and design of the bulletin is yours, but it is good idea to liaise with the President and Vice-President at the start to ensure their ideas are taken into consideration. It is important that only the correct Rotary logos are used (Sheryl Ertel can assist with this). The bulletin must include:

- the attendance line phone number and date and time for final numbers
- notice of at least the next two weeks meetings which includes the speaker, their subject and a 'tasks' list for Rotarians.
- details of this week's meeting/speaker, including all notices
- a calendar of upcoming events for the year

District 9930 has an annual award for the best club bulletin. Please discuss at an Admin meeting. (NB 2017-20, award was in recess).

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## ATTENDANCE OFFICER

The Attendance Officer (AO) records members attendance in ClubRunner<sup>1</sup> and informs the caterers of the numbers for dinner.

The AO is part of the Administration committee.

Each Tuesday morning, at 9.00am the AO checks the club's answerphone\* and make a record of all apologies, guests and any special dietary requirements. The AO will then inform the club's caterers (presently Rob and Andrea Leahy from Two Tones Caterers 021 401 509) of catering requirements for the evening.

The AO provides an attendance list to reception by 5pm on Tuesday evening for the those on reception duty to record actual attendance for catering budget purposes. Members who do not attend and have not put in an apology are considered 'silent' and do not get reimbursed for their meal.

Twice a year, in January and July, members are reimbursed for meals not taken on evenings for which that have apologised prior to 9am on the Tuesday morning, or (for leave of more than 8 weeks) they have approved LoA. (The Secretary will advise the AO of any approved LoA's after each Directors' meeting.)

It is also each individual Rotarian's responsibility to find their own replacement if they have a task to undertake, as per the Rotary bulletin, and will not be at Rotary that night. The AO is not required to find replacements.

There is no requirement to report attendance to District. The President or Vice-President may request a report on attendance at any time to inform club planning.

\* Ring 083 299 789. Press star and enter 1947 to hear the messages

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<sup>1</sup> The AO had an access level to ClubRunner that allows them to enter attendance information

## PROGRAMME MANAGER

The Programme Manager's (PM) role is to:

- organise a guest speakers for the first and fourth weeks of the month as required
- enter speakers into ClubRunner and,
- ensure IT equipment is set up for the speaker at each meeting as required

The Programme Manager (PM) is part of the Administration committee.

It is important to remember that the membership of the club is diverse and the programme should reflect this. Please ensure speakers cover a wide range of topics. The PM might want to link some speakers to the Rotary monthly themes which can be found in MyRotary.

Some annual events need to be entered into the year's calendar before booking speakers. Please get dates for these events from the Vice-President e.g. changeover, half year AGM, AGM, Christmas function, Christmas break, public fundraising evenings e.g. spud-in-the-bucket, theatre nights.

The programme should be planned at least three weeks in advance. Speaker details i.e. name, occupation and talk title are added to ClubRunner (and our Facebook page if appropriate) once confirmed. (Michelle Tanner can assist with this).

Rotarians are very good at suggesting speakers but if you are short, ask for ideas during 'notices/announcements' at a Rotary meeting.

The PM should contact potential guest speakers well ahead of time to make arrangements. It is important to obtain their email address and a mobile number, and discuss:

- the meeting venue, start time (5.30 for 6pm), format and finish time (7.30pm)
- that a meal is provided
- their requirements e.g. dataprojector, laptop, sound system
- how long they are expected to talk for (20 minutes plus 5 minutes for questions, from 7pm)
- online coverage. Do they give permission for their photo(s), taken at the meeting, to be posted on our FB page and/or website

Arrangements should be confirmed by email. It is useful to use a template for this. To ensure you do not miss anything! The Bulletin Editor will require the speakers email address so they can send that week's bulletin. It may be helpful to cc them in to the speaker confirmation email.

Please check in the week prior to the Tuesday evening that the speaker is still available and has all the necessary information. Ensure they have a mobile phone number to ensure they can make contact on the evening (in the event of e.g. traffic delay).

Should the screen and dataprojector be required the PM should ensure that these are set up. Wade Linnell usually sets up IT for the evening but Michelle Tanner, Ross Bay or David Hulme can also assist. It is preferable that the speaker use their own laptop but the Secretary's laptop is available if required. Please ensure that you advise the Secretary so they can ensure it is available in the event of their non-attendance at the meeting.

At the meeting thanks will be given for the speaker's presentation. Petrol vouchers can be provided for speakers who have travelled some distance to present. Please discuss with the Secretary in advance to ensure these are available on the night.

During the following week you may wish to email a brief thank you with a link to our Facebook page.

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## **BAR MANAGER AND ASSISTANT BAR MANAGER**

(if required)

The role of the Assistant Bar Manager (ABM) is to work with the Bar Manager, Graham Motion, to set up and clean up the Rotary bar for weekly meetings. The Bar Manager will ensure that Rotary Matamata complies with local licencing regulations.

The Assistant Bar Manager is a member of the Administration committee.

The Bar Manager will coordinate with the ABM the purchase of wine, beer, soft drinks and potato chips as required to keep stocks at a reasonable level. These items are purchased on account at New World, Matamata.

Venue and appropriate cupboard keys will be provided to the ABM. Either the BM or ABM need to be at Rotary by 4.45pm to set up the bar for those tasked with weekly bar duty to take over at 5pm. It is not the responsibility of the BM or ABM to man the bar after 5pm but it may be necessary occasionally to serve for the first 5-10 minutes. However, if this occurs frequently, or Rotarians are not covering their bar tasks the Vice-President should be informed.

At the end of the Rotary meeting meal glasses go to the kitchen where they are put through the dishwasher before leaving. Those tasked with weekly bar duty are responsible for assisting with bar clean-up.

Bar takings are given to the Treasurer holding back a cash float for the following week.

The BM or ABM are responsible for ensuring everything has been put away, the cupboards are locked and, if the last to leave through the kitchen door that it is locked.

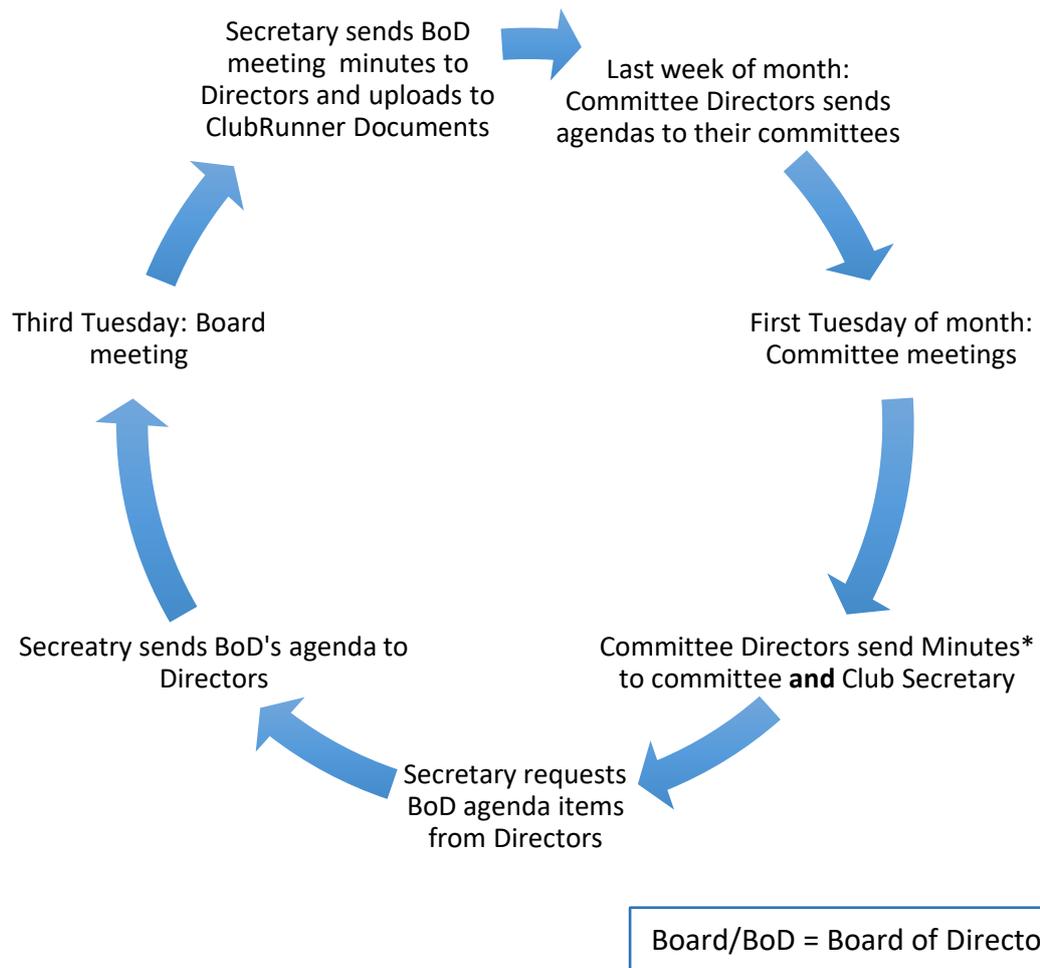
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## APPENDICES

### Appendix 1: Glossary

BoD	Board of Directors
D9930	Rotary District 9930 (i.e. 'our' district)
DG	District Governor
DGE	District Governor Elect (next year's DG)
DGN	District Governor Nominee (the following years DG)
Interplast	Plastic/reconstructive surgery in the Asia Pacific <a href="http://rotary9930.org/page/international-interplast">http://rotary9930.org/page/international-interplast</a>
IP	Immediate Past (usually DG or President [P])
RANZE	Rotary Australia New Zealand Exchange <a href="http://rotary9930.org/page/youth-ranzse">http://rotary9930.org/page/youth-ranzse</a>
RDU	Rotary Down Under. The regional administration centre for RI, based in Parramatta, Sydney. Also the name of the Rotary magazine for this region. <a href="http://rotarydownunder.com.au">http://rotarydownunder.com.au</a>
RI	Rotary International
RIP	Rotary International President
RLI	D9930's Rotary Learning and Information training. A weekend course available for all Rotarians and strongly recommended for club leaders. See <a href="http://rotary9930.org">rotary9930.org</a> for more information
ROMAC	Rotary Oceania Medical Aid for Children <a href="http://rotary9930.org/page/international-romac">http://rotary9930.org/page/international-romac</a>
RYDA	Rotary Youth Driver's Awareness <a href="http://www.hopeworks.org.nz/the-brainhub/miscellaneous/education-programmes/ryda-secondary">http://www.hopeworks.org.nz/the-brainhub/miscellaneous/education-programmes/ryda-secondary</a>
RYE	Rotary Youth Exchange
RYLA	Rotary Youth Leadership Award (see <a href="https://rotary.org/myrotary/en/rotary-foundation">https://rotary.org/myrotary/en/rotary-foundation</a> )
RYPEN	Rotary Youth Programme of Enrichment (see <a href="http://rotary9930.org/Page/youth-rypen">http://rotary9930.org/Page/youth-rypen</a> )
TRF	The Rotary Foundation. 'Our Charity' The charity of RI. (For District 9930 TRF see <a href="http://rotary9930.org/Page/rotary-foundation">http://rotary9930.org/Page/rotary-foundation</a> For RI TRF see <a href="https://rotary.org/myrotary/en/rotary-foundation">https://rotary.org/myrotary/en/rotary-foundation</a> )

## Appendix 2: Monthly meetings: a quick guide



### Additional notes

- \*Committee meeting minutes do not need to be formally laid out. Bullet points is fine. Just clarify items that need to be brought to the Board meeting
- Board meetings can be very long without careful management. When presenting committee reports at a Board meetings Directors should assume that everyone has read their minutes and *only* present items to be brought to Directors or of particular interest. Directors may, of course, ask questions about other minuted items
- Board meeting agendas and minutes are more formal and are archived in ClubRunner

### Appendix 3: Lincoln College Student Hosting

Leading committee: Service projects

Champions: Harry Russell, Peter Vossen

This annual project is a significant fund raiser and requires the participation of the entire club and additional non-Rotarians to billet approximately 70-100 students for one night. The university pay Rotary Matamata for this service.

Lincoln College (Agricultural University in Christchurch) students undertake a North Island field trip in their third year of study and spend one night in Matamata where the club hosts these students in members' homes.

Members are asked to billet as many students as possible and can make a preference for males or females. Students are collected from the Memorial Centre around 5pm and returned at 8am the following morning. Rotarians provide a bed, dinner and breakfast.

Two members undertake pre-planning of the hosting schedule, liaising with Lincoln College to determine numbers and send a shunt sheet round to ask for hosts and how many students each host can take.

After a lot of refining, it has been found that the best way to allocate students on arrival is to simply call a Rotarian's name and the number of students he or she can take and then the students self-allocate themselves rather than trying to pre-allocate students to hosts.

The club has traditionally made a 10% donation from the monies received from the hosting to Inner Wheel as the Inner Wheel ladies do much of the hosting for us. The champion should confirm this with the Board each year.

The funds raised from this project comes from Rotarians, not members of the public, and are therefore paid into the Club's administration account in the first instance, not the charitable trust account.

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## Appendix 4: Spud in the Bucket

Leading committee: **Service projects**

Champions: Peter Vossen, Peter Thissen, Mike Farrell

This inter-service club competition has been run annually since 2007, organised by Rotary Matamata, with Lions, Kiwanis, the Fire Service, Young Farmers, other Rotary clubs and more recently local businesses taking part. It is open to members of the public and a children's section has been added to encourage younger members of the community to participate.

In September seed potatoes (from one of the rural outlet stores), buckets (Mitre 10 see Lynette Stanley), and potting mix (Daltons) are sourced. These have traditionally been donated. Rules of the competition are printed. Weigh-in date is confirmed with the Vice-President and Club Programme Manager so this information can be highlighted on the rules sheet.

Organise to sell buckets at Lions, Kiwanis and the various businesses that support this event.

Distribution/selling points for buckets have been Paper Plus, Colour Plus and The Boltholder Ltd. Check with these businesses prior to the competition starting to confirm their availability.

Tainui Press usually produce fliers for the selling points and an article and/or advertisement placed in local papers. Contact the Club Publicity Officer to ensure this happens.

Buckets filled with potting mix, a seed potato and competition rules are distributed in the first half of October. Growing can commence any time after Labour Weekend.

Prior to the weigh-in, book the stage at Railside on the Green. Ensure there is access to the power plugs as this is required for the weighing in of the spuds and sound system.

Organise with The Boltholder to borrow their scales to weigh the crops.

Organise with the appropriate person to have a sound system available and check on the availability of a MC for the evening (David Hulme has carried out this role since the event's inception).

A trailer and the scree will be required for disposal of the soil.

Organise prizes for the top three adult winners, the top three student/children's winners, the single largest potato and ensure the trophy has been returned by the previous winner.

On completion winners should be publicised (this is a good opportunity for another local paper article) and contact details passed to the secretary for letters of thanks.

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## Appendix 5: Christmas Trees

Leading committee: Service projects

Champions: Mike Steiner, Owen Westlake, Mike Farrell

The selling of Christmas tree has been a regular Rotary fundraiser for close on two decades. Members of the public are well aware of the club's sales in this area and many deliberately wait until we sell the trees to purchase one.

Each year a person is tasked with leading this project supported by the Service Projects committee and the club as a whole.

The appointed project co-ordinator will investigate the best place to purchase commercially grown trees and will negotiate on the club's behalf a price where we can on-sell them for a profit within the community, and arrange for transportation to Matamata (usually by trailer in the days preceding sales)

The three outlets, Pippins Orchard, Kaimai Garden Centre and Four Seasons Garden Centre, sell trees on behalf of Rotary and need to be kept stocked during the weeks between weekend sales by members.

Members sell trees in December outside Mitre 10, (usually 2-3 Saturday's from 9.30am to 2pm) and at the Christmas Market at Matamata Primary School (from 5.30am to noon on the second Saturday in December). The coordinator should seek appropriate permissions to continue these sales.

For the market, it is essentially to have one member at least get to the site prior to 5.30am as we need a roadside placement for visibility and ease of loading trees into cars. These spots are very sought after and are usually all taken prior to 5.45am.

The second Saturday in December is the busiest selling day so more volunteers are needed on this particular day. Shunt sheets will be required to ensure enough Rotarians are available to cover all selling points.

Rotary signage should be used during the selling to ensure the public knows where we are and what we are doing.

The project co-ordinator should ensure selling points have a float at the start of selling.

Trees have been stored at the home of Lesley Stanley (Peria Road) for a number of years but it is important that the project co-ordinator checks availability.

Once the project is completed advise the secretary of the names and addresses of all those who require a Thank You letter or card.

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## Appendix 6: Christmas Hampers

Leading committee: Foundation

Champions: Lynette Stanley

A sub-committee is formed to manage this project which includes costing, purchase, making, order taking and distribution of hampers.

Around October, cardboard boxes and cellophane needs to be purchased (see Lynette Stanley for contacts) and a list of hamper contents decided/costed.

A shunt sheet can be used to collect orders from Matamata Rotarians. How big you want the project to be will decide whether advertising occurs through fliers, local papers etc. This should be considered carefully at the outset as making the hampers is time consuming.

Hampers are distributed from early December.

Some presidents have provided hampers to Rotary widows and widowers on Christmas Eve funded from the Club Administration account. Please check if this year's president wishes to continue this. A list of these people and addresses are available from the secretary. Delivering these hampers is certainly a high point of the project and may be done by the president.

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## Appendix 7: Christmas mince pies/tarts

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## **Appendix 8: Christmas Float**

This is a project which is up for negotiation with the Directors at the start of each Rotary year.

If a float is to be undertaken, it needs to be organised by the Committee responsible for it (Membership/Public Image) in a timely manner. It is suggested that the Director of this committee check the viability of running a float at the start of the year and proceed from there.

There needs to be consideration given to getting the flatbed truck needed and then decorating in a manner to promote Rotary in all that the club does.

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## Appendix 9: Garage sale

Garage Sales can prove to be a very easy way to fund a particular shortfall in finance. We generally generate income between \$1500 and \$2000 in a morning from such an event. David Hulme can advise on running this event.

An ideal location to hold the garage sale is in front of the bus sheds at Matamata College. Contact the school principal well in advance to get permission to use the facility.

Advertise for goods through a news story in the papers (contact the Club Publicity Officer).

Arrange members available to collect goods from the public in the week leading up to the garage sale.

Arrange a collection/storage point for items prior to the sale.

On the Friday evening prior to the garage sale, organise members to be available and load trailers with goods ready for transportation to the site early on Saturday morning.

Start the morning as early as possible because many keen garage sale buyers are out prior to 7am to “get the bargains”.

Arrange for tables to be available to display items on. Previously tables have been borrowed from the Union Parish. Check with Eric Muckle on availability of these.

Delegate one Rotarian the responsibility of hold the money but spread change out among several Rotarians for ease of assess. All large bills should go to the delegated Rotarian.

Previous sales have had a morning tea donated by the Bakehouse Café on Broadway.

Once the sale has finished, load all unsold items on to trailers. Remember if there is any “good” items the Op Shop or other community groups due to hold a garage sale could be interested in us donating our left overs to them.

All non-saleable items should be disposed of in an appropriate manner. Check with Eric Muckle as to the availability of his dumping area or if necessary take the remainder to the Matamata landfill.

Ensure the area in front of the college is as tidy, if not tidier, when we leave as when we found it.

Ensure the appropriate thank you letters are sent to the school and the Bakehouse Café (if required).

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## Appendix 10: Outward Bound

Letter providing information. Check <http://rotary9930.org/page/youth-outward-bound> for up-to-date details.



To: Club Champion for Outward Bound

### **J R McKenzie Outward Bound "Classic Course" Scholarships 2016-17**

The Classic Outward Bound experience is for people aged 18 to 26 who have completed their secondary schooling. It is a 21-day adventure. Scholarship awardees may attend the course at a time convenient to them and Outward Bound, from November 2016 through to June 2017.

There may only be 2 Scholarships available for D9930. **Only one nomination per Club can be submitted for consideration.**

Nominations will close on **31<sup>st</sup> August, 2016** and must include the following:

- A full curriculum vitae
- Nominee's name, D.O.B., contact details.
- The nominees own letter outlining their reasons for wanting to attend, preferred time of year or date of course if already enrolled.
- An endorsement letter from the nominating Rotary Club
- Supporting documents such as references.

Outward Bound will screen selected recipients but please check with your proposed nominee if they have already enrolled for the Outward Bound Classic Course and commenced fund-raising. Course details, dates and fundraising ideas are available on [www.outwardbound.co.nz](http://www.outwardbound.co.nz)

This is a partially funded scholarship to a maximum of 50% and does not cover the cost of travel to and from Picton. Rotary Clubs should assist a successful nominee with travel and offer guidance for their own fund raising efforts.

In your nominating letter, please cover the following points:

- Has the nominee enrolled for a Classic Course and paid a deposit and commenced fundraising?
- Are you aware of any Criminal and/or Medical History for the nominee.
- Has the person applied to any other Rotary Club?

Nominations for the Classic Course Scholarships will close on **31<sup>st</sup> August 2016**.

Scanned documents can be emailed but originals must be sent in addition. Allow 9 – 10 days if using NZ Post.

Send to: Tracey Murphy  
District 9930 Outward Bound Scholarships  
PO Box 10552  
Te Rapa  
Hamilton, 3241

Committee Chair:

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