



Club President's Handbook 2026/27

Create

Lasting

Impact

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2 MESSAGE FROM THE DISTRICT GOVERNOR 2026-27

Dear President Elect,

Welcome to the 2026 District President Elect briefing event. I hope you get great satisfaction from this event and that you return to your Club with an enhanced knowledge and enthusiasm to support you in leading your Rotary Club in the year 2026/27.

Everybody in the District Team is focused on supporting you in your efforts to Lead your Club; to grow Rotary and to enhance the service we provide to our communities at home and abroad. Another key date in the calendar will be the District Assembly on Saturday 18th April 2026 when we will want you to bring your Teams to the session.

This manual contains easily referenced material that provides you with essential information and contact details for your club and our District 1220. Also, the learning centre on the Rotary International Website provides further relevant information for you and your Team: <https://learn.rotary.org/members/pages/36/course-catalogs>. As you will also be aware this is the second year that Rotary GB&I will be running online regionalised Multi District PETS over March & April 2026. The plan is to ensure both on-line and f2f sessions complement each other.

The incoming Rotary International President Jinka's theme for next year is to Create Lasting Impact. The aim being to challenge what we do and ensure as an organisation we are making a positive impact that endures in every aspect of our work.

Our content for the event and the President's Handbook will be based on Rotary International's Action Plan

- **Increase our IMPACT**
- **Expand our REACH**
- **Enhance Participant ENGAGEMENT**
- **Increase our ability to ADAPT**

To make the Action Plan more meaningful to clubs, I would encourage clubs to set goals for each element using a selection of the goals listed in Rotary Club Central. If a club inputs their goals into the appropriate section of Rotary Club Central and they achieve these goals they will be awarded a Rotary Club Excellence Award. I have chosen 10 strategic goals from the master list, and they are shown on the title page for each relevant section of the plan in this handbook and in the table below. I would strongly suggest that all clubs adopt these goals as a minimum and if they achieved 7 of them, I would award a District Governor's Club Excellence award to that club at the end of my year. I would point out that setting a zero goal would exclude that goal.

To compliment this President's Handbook and the topics outlined within it, especially the goals to help deliver a positive club experience for members, I am in conjunction with the District Team developing a 3-year strategic plan for the district which will outline tasks we need to undertake to sustain our rotary footprint by retaining members, growing membership and the formation of new clubs, responding to an ever changing world.

Action Plan element	Public image	Service	Membership experience
Engagement			<i>G1: Social activities G3: District training participation</i>
Adapt	<i>G4: Online presence G5: Update social media</i>		<i>G2: Does your club have an up-to-date strategic plan?</i>
Reach	<i>G7: Update webpage</i>		<i>G6: Club membership</i>
Impact		<i>G9: Service projects G10: Polio Plus Fund</i>	<i>G8: Annual fund contributions</i>

I have categorised the goals into 3 major work streams: Public image, Service and Membership experience.

With the adoption of the district wide Communications Strategy and the associated investment of district reserves in the sum of £30,000 this area must be a priority to deliver an overall improved image of Rotary in our district.

Service only attracts 2 strategic goals as I am aware of the extensive work already undertaken by clubs, however, the targets chosen emphasise service and the expected impact in communities. We must also publicise effective projects using better platforms.

The membership experience workstream targets a range of areas from developing new leadership to how much clubs/members are contributing to Foundation our only charity. Important areas to ensure member satisfaction.

Goals will change over the years to align with priorities. However, I do think the 10 chosen are a good starting point for clubs to adopt.

Club Assembly can be a challenge for most clubs. I am a great advocate for the plan on a page approach and shown on the next page is the reports I would want to receive from Clubs via the AG. We don't need to complicate matters with large reports.

RGB&I is also rolling out the new initiative of Multi-disciplinary Advisory Teams to assist each cluster achieve its aims by offering advisors who can help us deliver localised improvement action plans.

Good luck with your year as President of your Club, the District team are here to support you. I wish you, your family and your Rotary Club the very best for the future and I look forward to serving you in the months and years ahead.

Rob Morrison

District Governor

Rotary District 1220

2026-27

Rotary Club of *Example* Strategic Plan 2026-27

Vision for Club: To be a “healthy” club making an impact in communities which provides a positive member experience

Theme	Strategic goal	Club goal
Service	Support local/national/international projects	1. Support Polio Eradication & Foundation 2. Sustain support for existing causes supported by club 3. Develop support for new local causes/projects
Membership experience	The club will endeavour to build a well-balanced membership that celebrates diversity	1. Undertake club health check. 2. Continue to re-align club membership. 3. To develop leadership skills in the club to support succession planning
Fellowship	To hold meetings and social events that are engaging interesting to all members	1. Organise fellowship events /vocational visits 2. Holdspeaker evenings (including DG visit) 3. Visit other local clubs/District Council

Fundraising	To assist the club in achieving its goals we shall principally fundraise by..... .
Management	To assist the President in achieving these ambitious goals there will be a Club Council comprising: President, President Elect, President Nominee, Immediate Past President, Treasurer, Secretary and Chairs for the following service areas: - 2 club members will also serve on Council..

A.N. Other

President Elect

May 2026

Rotary Club of Strategic Goals 2026-27

Vision for Club: To be a “healthy” club making an impact in communities which provides a positive member experience

Theme	Strategic goal	Goal Ref	Goal	Target	Achieved July 27
Service	Support local/national/international projects	G9	Service projects (titles)	No.	No.
		G10	Polio Plus Contribution	£	£
Membership Experience	The club will endeavour to build a well-balanced membership that celebrates diversity	G1	Social activities planned (itemise major functions)	No.	No.
		G2	Does your club have an up-to-date strategic plan?	Y/N	
		G3	Number of members planning on attending district training	No.	No.
		G6	Planned club membership 1 st July 2027	No.	No.
		G8	Estimated annual fund contribution	£	£
Public image	The club will endeavour to have a robust media presence to promote its activities to the local community and beyond.	G4	Does club's online presence reflect the club's activities?	Y/N	
		G5	How many times a month will the club's media be updated?	No.	No.
		G7	How many media stories will cover the club's activities?	No.	No.

Signed..... President Elect Club Assembly Date.....

3 DISTRICT OFFICERS 2026-27 AND INDICATIVE TIMETABLES

District Officer	Name	Rotary Club Name	Email contact
District Governor	Rob Morrison	Retford	rob.ds1220@gmail.com
DGE (2027/28) District Governor)	Rob Morrison	Retford	rob.ds1220@gmail.com
DGN (2028/29) District Governor			
DGNN (2029/30) District Governor			
Immediate Past DG	Peter Hurst	Belper & Duffield	PWH@phurst.co.uk
AG Derwent	Diane Smiles	Belper and Duffield	dianes192@gmail.com
AG Central	Sophie Leadley/Paul Jones	Nottingham	CentralAG@NottinghamRotary.org
AG Rother	Liz Hepworth	Dronfield	lizhep@sky.com
AG Peak	Dr Mike Hardman	Buxton	mike852@btinternet.com
AG Mayflower	Peter Swift	Eckington & District	peter@phswift.free-online.co.uk
AG Trent	Gordon Marsh	Vale of Belvoir	gmarsh27@btinternet.com
Secretary	Bronwen Gwyther	Isle of Axholme	bronwen.ds1220@gmail.com
Treasurer	Michael Webb	Derbyshire Dales	mike.dt1220@gmail.com
Foundation Chair	John Bray	Sherwood Sunrisers	john@john-bray.co.uk
Head Membership	Paul Jones/Sophie Leadley	Nottingham	CentralAG@NottinghamRotary.org
Head International Projects	Ian Ward	Dronfield	i.ward768@btinternet.com
Resilience Team Lead Officer	Richard Vergette	Epworth & the Isle of Axholme	richardvergette@talktalk.net
Head of Marketing			Contracted out at present
Youth Chairman			

Youth Exchange & NGSE			
Assistant Secretary			
Assistant Treasurer	John Spalton	Doncaster	spaltonjohn@gmail.com
Data Protection Officer	Bronwen Gwyther	Isle of Axholme	bronwen.ds1220@gmail.com
Diversity, Equality and Inclusion Officer	Phil Lewis	Retford	philip.lewis4@sky.com
Health & Safety Officer	Andy Bottoms	Burton upon Trent	andyb1753@gmail.com
Safeguarding Officer			
Inclusion Officer	Ann Norris	1220 E-Club	Annnorris22@btinternet.com
Environment Officer	Philip Wilbourn	Doncaster Knights	Philip@wilbourn.co.uk
CoL representative	Steve Lawes	Vale of Belvoir	steve-lawes@ntlworld.com
District Webmaster	Chris Allbones	Gainsborough	chris@drumbeatmarketing.co.uk

Timetable for District Meetings 2026-27

Theme for meetings	Initial meeting to confirm plans and review of previous year	1st Quarter Results	Half Year review	3rd Quarter Results and Forward planning
District Executive (Zoom meetings)	8th July 26	14th Oct 26	13th Jan 27	14th April 27
District Council Venue Newstead Centre 09.30 am	25th July 26	31st Oct 26	13th Feb 27	24th April 27

Other notable dates

Date	Event	Venue
24 th October 2026	World Polio Day	
25 th November 2026	White Ribbon Day	
23 rd February 2027	Rotary Day	
22 nd March 2027	World Water Day	
	Rotary GB&I ABM	
10 th April 2027	District Assembly	TBA
5 th June 2027	World Environment Day	
5 th – 9 th June 2027	RI Convention	Dubai

4 ROTARY'S VISION STATEMENT

ROTARY'S VISION STATEMENT

Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves.



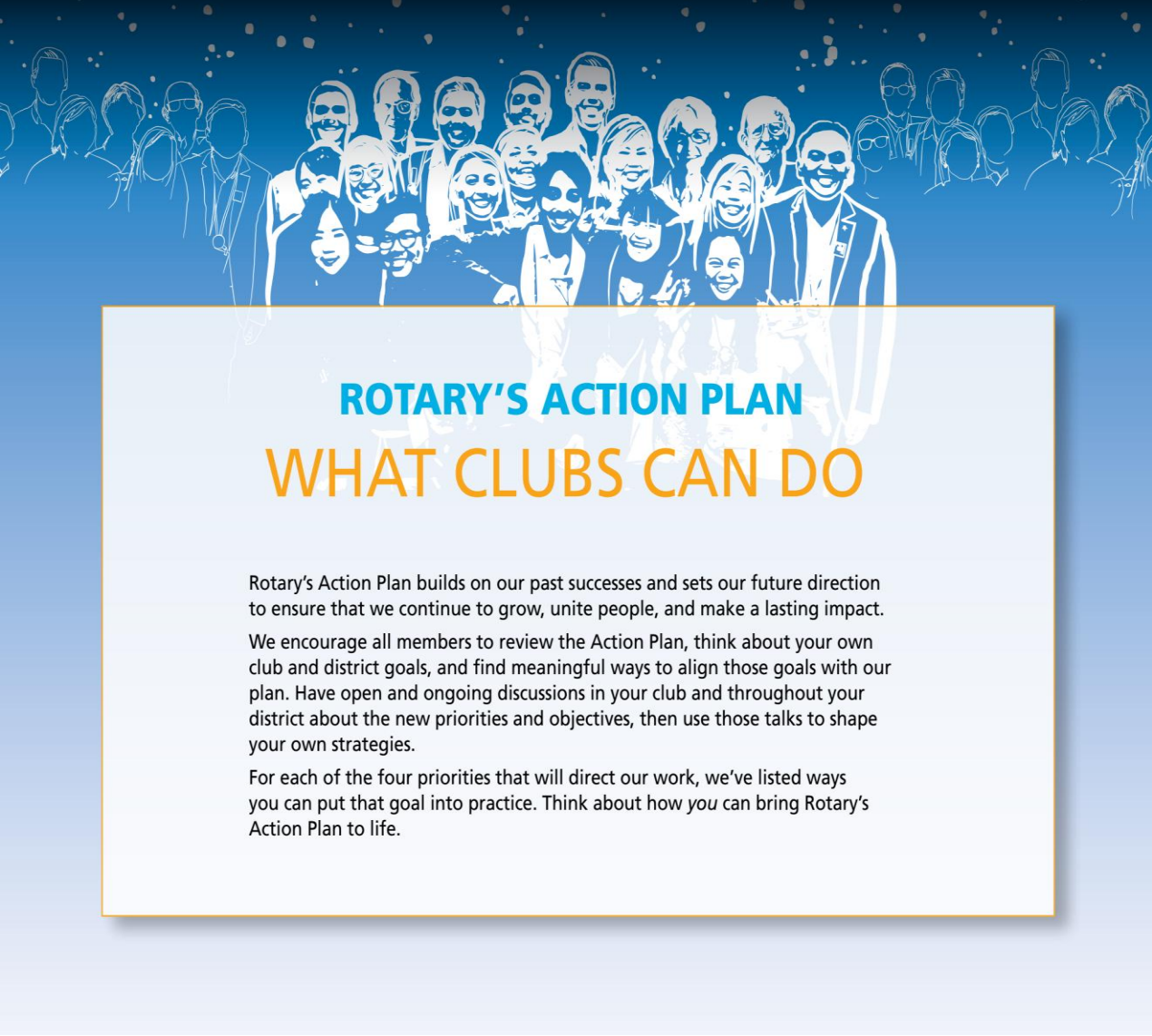
THE FOUR PRIORITIES

 INCREASE OUR IMPACT	 EXPAND OUR REACH	 ENHANCE PARTICIPANT ENGAGEMENT	 INCREASE OUR ABILITY TO ADAPT
Let's develop and implement the practices, capacity, and infrastructure we need to define, measure, track, and analyze data from our service projects in a more effective way.	Let's share our values with new audiences, create ways to bring people together to experience the power of Rotary, and show that we're inclusive, engaging, compassionate, and ambitious about making change.	Let's use every encounter as an opportunity to show people how getting involved with Rotary allows them to make a bigger difference in their communities and for causes they care about.	Let's create a culture of research, innovation, and willingness to take risks so we can learn, evolve, and better serve our communities.
In your club this might look like... Develop service projects that reflect the needs of your community and are more effective.	In your club this might look like... Work with groups, organizations, and community leaders that you haven't partnered with before.	In your club this might look like... Make all members feel like they have a role in the club and make sure that anyone who engages with your club feels empowered to share their ideas and get involved.	In your club this might look like... Ask members what your club should continue, start, or even stop doing to ensure that the club reflects the needs of its members and potential members.

5 THE ROTARY ACTION PLAN



6 WHAT CLUBS CAN DO TO DELIVER THE ACTION PLAN



ROTARY'S ACTION PLAN

WHAT CLUBS CAN DO

Rotary's Action Plan builds on our past successes and sets our future direction to ensure that we continue to grow, unite people, and make a lasting impact. We encourage all members to review the Action Plan, think about your own club and district goals, and find meaningful ways to align those goals with our plan. Have open and ongoing discussions in your club and throughout your district about the new priorities and objectives, then use those talks to shape your own strategies.

For each of the four priorities that will direct our work, we've listed ways you can put that goal into practice. Think about how *you* can bring Rotary's Action Plan to life.

ROTARY'S ACTION PLAN

INCREASE OUR IMPACT



DEVELOP A STRATEGY for educating members about the importance of impactful service projects. Research shows that measurable, data-driven results offer proof of the impactful service that is attractive to the next generation of leaders.

CONDUCT A COMMUNITY ASSESSMENT to determine which issues are top concerns in the area. Learn about needs and strengths and identify the key decision-makers. Try conducting evaluations both before and after you implement projects to get a better sense of where and how you can create measurable, lasting change that truly helps the communities you serve.

FOCUS YOUR EFFORTS. Review your club's activities and determine which ones can be streamlined or eliminated so your club can spend more time on activities that make a real impact.

ENCOURAGE YOUR CLUB OR DISTRICT TO CELEBRATE THE LONG-TERM SUCCESSES of service and program offerings, but to be open to new projects or opportunities to prove that your club or district's impact has only begun. Apply for a global or district grant to fund a project that will have sustainable, measurable outcomes.

EXPAND OUR REACH



SET A GOAL to collaborate with new groups in your community, either through service projects or social events, to introduce more people to Rotary. As our vision statement says, we want to unite people — not just Rotarians — to create lasting change.

USE ROTARY'S MEMBERSHIP TOOLS and resources to assess your club and learn how to make it more diverse, open, and attractive to everyone in your community.

Districts should **CONSIDER FORMING NEW CLUBS.** Take advantage of our flexible club models to create clubs that are welcoming to people with diverse interests, backgrounds, and needs. As always, these new clubs should embrace our core values and deliver value to members.

BE SURE TO TELL COMPELLING STORIES about how your club or district is making a difference. Use the People of Action materials and other resources in the Brand Center to learn how to show your club or district's impact through the media, on social media, and in the community. Strengthening your public image can help you attract like-minded people to your club, form new partnerships for service, and build a stronger and more diverse network of collaborators.

ENHANCE PARTICIPANT ENGAGEMENT



FOCUS NOT ONLY ON GAINING NEW MEMBERS BUT ALSO ON DELIVERING VALUE — both personal and professional — to current members. Hold a brainstorming session or use a survey to ask members what's important to them in their club experience and how they want to grow and develop through Rotary.

Consider everyone who encounters Rotary a participant. Invite them to **OFFER NEW IDEAS AND SHARE THEIR THOUGHTS**. Encourage them to stay involved (whether or not they join the club) so they feel valued and are inspired to support Rotary activities.

USE OUR CURRICULUM in the Learning Center, to develop leadership and other skills in members and participants.

INCREASE OUR ABILITY TO ADAPT



HOLD INNOVATION FORUMS AND BRAINSTORMING SESSIONS
with club members and other participants to gather ideas for activities and service projects in the community. Contact other organizations or clubs that have a strong record of innovation or reinvention and look for ways to apply what they did to your own club.

SET ASIDE A SMALL FUND to try new ideas. Expand initiatives that succeed and document what you learn from those that don't.

REVIEW YOUR CLUB ROLES, PROCESSES, AND TASKS and look for ways to be more efficient — whether it's by reducing, combining, or eliminating responsibilities or using different technology.

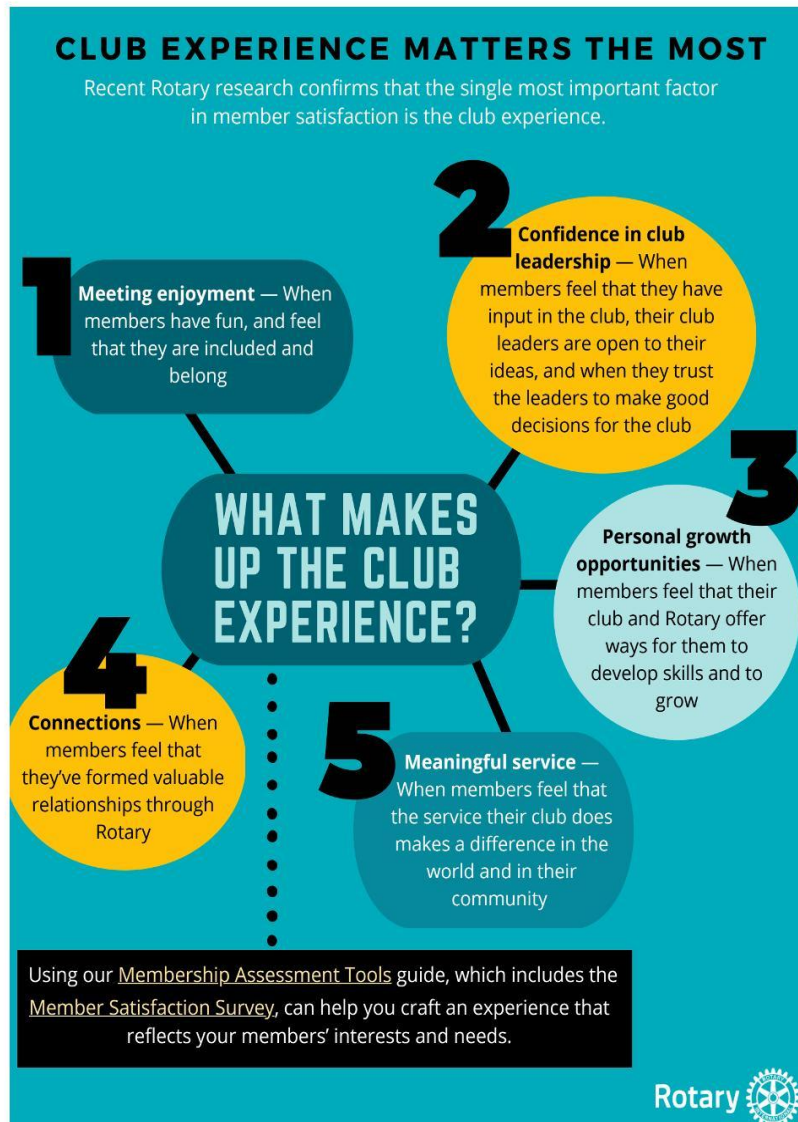
ESTABLISH A CONTINUITY PLAN. Encourage club presidents, district governors, and other officers to work with the incoming leaders chosen for the next few years so that their efforts will be cohesive and all will be invested in a joint success.

7 ENHANCE PARTICIPANT ENGAGEMENT

Strategic goals

Goal reference	Goal	Description	Unit of measurement
G1	Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?	No.
G3	District training participation	How many of your club's leaders will attend a learning event to prepare for their role?	No.

7.1 CLUB EXPERIENCE MATTERS THE MOST



7.2 ROTARY VALUES

ROTARY VALUES	😊 WE DO ✓	😞 WE DON'T ✗
FELLOWSHIP A friendly feeling that exists between people who have a shared interest or are doing something as a group.	✓ Show genuine interest in others ✓ Give people space to be themselves ✓ Show tolerance, support and behave with courtesy ✓ Talk face-to-face when we have something difficult to say	✗ Exclude people ✗ Stay in our cliques ✗ Ridicule lack of experience or skill ✗ Ignore contributions or comments ✗ Use social media for bad behaviour or personal opinions
INTEGRITY The quality of being honest and having strong moral principles that you refuse to change.	✓ Place trust in others ✓ Deliver on our promises ✓ Tell people what is happening ✓ Challenge constructively	✗ Spread gossip or malicious rumours ✗ Seek personal gain ✗ Bend the rules to suit us ✗ Keep things to ourselves
DIVERSITY The fact that there are many different ideas or opinions about something, and many different types of things or people being included. We're all unique.	✓ Value and welcome people of all skills, types, ages and cultures ✓ Treat people with dignity ✓ Encourage all to take on roles ✓ Call out discriminatory practices	✗ Ignore inappropriate behaviours or words ✗ Ignore others' belief sets ✗ Create barriers
SERVICE The particular skills that someone has and can offer as work done or help provided to others.	✓ Focus on community needs ✓ Engage with others ✓ Use all our skills ✓ Find out what is needed ✓ Share best practice and expertise	✗ Only do what we've always done ✗ Make excuses for not getting involved ✗ Ignore contributions ✗ Make assumptions about what people need
LEADERSHIP The set of characteristics, qualities and abilities that makes a good leader.	✓ Show compassion and empathy ✓ Encourage others, even when they make mistakes ✓ Encourage new thinking ✓ Encourage prudent risk-taking	✗ Undermine others' ideas ✗ Ignore others' views ✗ Stay dogmatic or unbending ✗ Ignore breaches of these values
You can contact Rotary's confidential support service at: SPEAKUP@ROTARYGBI.ORG		

7.3 CREATE A SUCCESSFUL CLUB

Please remember: - Family first, business second and, if possible, Rotary third.

Participation in Rotary should not be at expense of your family or your business. In fact, it's great to include the family as much as possible.

- Show personal initiative - success depends on your leadership
- Be enthusiastic - it's contagious!
- Develop a plan - have clear objectives
- Control your focus - don't do too many things at once
- Enjoy yourself - laughter goes a long way
- Recruit Rotarians not just members.
- Know and Understand the Object of Rotary.
- Promote the ideals of Rotary.
- Strive to be a Rotarian at all times, you do it by observing the 4-way test.
- Enjoy the fun as much as the business of Rotary.
- Be positive at all times.

PLANNING AHEAD

Whatever your degree of experience, planning will make it easier.

However, you do your planning, it is important that you work with your team, especially with your club secretary, treasurer and other team leaders. Support is always available to you from the District support teams if/when you need it.

It is recommended that all clubs plan well ahead and this means for more than one year. You may, therefore, inherit some on-going projects and plans and, in turn, you will have laid foundations for further years. Some clubs work to a rolling three-year plan.

Important dates to include are events such as Club Council Meetings, Club Assembly, SGM and AGM, and dates of regular club meetings. In addition, the social occasions of the year such as President's event and Charter Anniversary can also be planned well in advance. It is a good idea to set dates for major club activities, fund raising events and hands-on projects.

Sometimes there is great value in neighbouring clubs working together on some activities or projects e.g. youth competitions or larger events – so it is a good idea to talk with nearby clubs to see if there are suitable opportunities and also to avoid clashes of events.

If your club has not already done so, please use **Rotary Club Central** for assisting you with setting, recording and tracking your goals and achievements. It is easy to access and use via the RI website www.rotary.org and will give you an overall picture of your club. It will also assist District, Rotary GB&I and RI when they present details of Rotary's achievements to the business and political world, all of which will enhance the reputation of Rotary. You, your immediate Past President, Secretary, Treasurer, Foundation and Membership chairs all have access to edit the information for your club.

7.4 SELECTING YOUR TEAM

Clubs run successfully with and without committees. It is up to the club to decide, both are successful. The important issue is the outcome, that is, to engage club members and volunteers. Where there are no committees, the club may still elect a representative for Foundation, International, Youth, Membership etc., to be the nominated receiver of information on those topics.

Club Officers: Your Special General Meeting (SGM) is the occasion when the club officers for the next Rotary year are elected. In particular, the SGM requires club officers such as President Elect to be reconfirmed and President Nominee to be nominated along with Club Secretary and Treasurer for the next year as, by the end of December, the club needs to advise RI of names and contact details of these officers. For this reason, many clubs hold their SGM in October or November.

It is a good idea for the President Elect to be thinking ahead about who he/she might wish to serve as club officers and team leaders and to work with the current President and President Nominee on succession planning.

When possible, a periodic change of leadership can bring new and progressive ideas, can revitalise the club and develop new skills in the individual. Also, with just some brief training, most officers' roles can often change seamlessly.

If you know your club members well and give them clear information about the club roles, they will be better able to understand what is required of them especially if they are given time to consider and understand that support and training is also available.

Please don't ask too much of people but if they do agree to take a role, you should be able to expect them to carry out those duties - and encourage them and keep them motivated.

LEADERSHIP AND MOTIVATION

Club Council: Does your club elect the Club Council, or does each President appoint the members?

Your Club Council members should be you as President, President-Elect, President Nominee, Immediate Past President, Club Secretary and Club Treasurer. In addition, you may also have up to a further 6 "ordinary" elected members. It may be a good idea to suggest the team chairs stand for these additional posts.

It is a good to rotate members through Council, so that most ordinary members serve for no more than 3 years and Secretaries and Treasurers for no more than five. This ensures fresh ideas and viewpoints are brought to Council but sometimes compromise must be made, particularly if a post in the club cannot be rotated.

It's a good idea to discuss your ambitions and hopes for the club with each Council member informally and let them tell you about their ambitions and ideas for their role and for the club.

Attendance at area meetings and visiting and working with other clubs helps everyone get a wider vision and be more outgoing. Where Clubs co-operate on projects and activities the planning and work can be shared, valuable contacts can be made, and Rotary can be better publicised.

As always, good planning and timing by all members in fulfilling their roles will make everything easier for them and all club members.

8 INCREASE OUR ABILITY TO ADAPT

Strategic goals

Goal reference	Goal	Description	Unit of measurement
G2	Strategic plan	Does your club have an up-to-date plan?	Y/N
G4	Online presence	Does your club's online presence accurately reflect its current activities?	Y/N and examples if Y.
G5	Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?	No.

8.1 FLEXIBILITY FOR MEETINGS

“If Rotary is to realize its proper destiny, it must be evolutionary at all times, revolutionary on occasions.” Paul Harris

The 2016 [Council on Legislation](#) voted to give Rotary clubs more flexibility than they've ever had. The changes in policy affect when, where, and how clubs meet and the types of membership they offer.

The following extract is taken from RI document

<https://my.rotary.org/en/document/2016-councilgrantsclubs-greater-flexibility>

Clubs have the freedom to: -

- *Determine the best day and time for their meetings*
- *Change or cancel a meeting, if the need arises*
- *Count service projects or social events as meetings*
- *Choose whether to gather in person, meet online, alternate between online and in person meetings, or even use both formats at the same time (for example, a member could participate in an in-person meeting online through video chat)*
- *Amend their bylaws to either relax or tighten attendance requirements and policies of terminating members for poor attendance*
- *Rotary clubs now have the option of reducing their meeting frequency as long as they meet in some way at least twice per month. The recent Council on Legislation decisions do not modify the current rules of the Standard Rotary Club Constitution. Clubs that want to adopt these changes will need to amend their bylaws. Clubs that wish to continue to adhere to the traditional requirements regarding meetings, attendance, structure, or categories of membership may do so.*

To find out more log into My Rotary for further information: - <https://my.rotary.org/en/club-flexibility> ; <https://my.rotary.org/en/club-flexibility-faq>

Visiting other clubs and encouraging your members to do so is a good way of getting the club to see if it can make any improvements.

8.2 MEETING TIPS

Members look to the President to set the tone of meetings. Guests will take away an impression of how the Club is being led and speak with others - inside and outside Rotary - about their experience. The way we treat our guests and each other becomes a key part of Rotary's public image so it really is important. Think about the possibility of holding online or hybrid meetings to enable as many members as possible to participate.

Each Club will have its own regular agenda or 'running order' so that many things can happen almost automatically however, a possible meeting agenda is attached in Appendix 6, or you may wish to use the suggested format in the RI Manual, or devise your own...

The President should not have to arrange things just before the meeting but should be able to rely on others in the team to put things in place.

8.3 MEETING REMINDERS

Prepare! Prepare! Prepare! (There really is no substitute for preparation!)

1. Arrive early to liaise with the Secretary and the venue to deal with any problems.
2. Greet your members, visiting Rotarians and guests. Ensure your members introduce their guests to you and make sure they are all looked after.
3. Meet and greet the speaker. Make sure the speaker's host is there to do his/her job
4. Before the meeting make sure someone has checked the speaker's requirements for equipment. It is a good idea to have the right connections for older and newer presentation equipment.
5. Check that the members who have been appointed to give the welcome and Vote of Thanks are in attendance.
6. Start and finish on time.
7. Work only to the agenda.
8. Always be conscious of making sure you are heard at the other end of the room.
9. Just one word of thanks from you before calling for the formal vote of thanks.
10. Make sure early leavers have given apologies and inform the speaker
11. Make sure that the treasurer has paid any agreed fee or donation, bid the speaker farewell and organise a follow-up letter of thanks.
12. Close the meeting

8.4 THE CLUB COUNCIL MEETING

It is suggested that you:

1. Work closely with the Club Secretary e.g. confirm the agenda before the meeting.
2. Start punctually and have a reasonable finishing time.
3. Keep to the agenda and insist on an adequate report – oral or written – from each officer or team chairman. A written financial report is essential, and chairmen should be encouraged to send a deputy if they cannot attend themselves. Some reports can be taken “as read” if they have been sent in advance.
4. “Matters arising from the Minutes” should only include items that are not covered by the agenda.
5. Make sure items of Correspondence / Announcements affecting Club activity or finance are discussed thoroughly and appropriate decisions are made and recorded clearly.
6. Try to allocate appropriate time to each item so that those early in the agenda do not take up most of the meeting leaving no time for proper discussion of the rest. One idea is to consider altering the order of the reports from time to time
7. Don’t allow very vocal members to hog the limelight. Encourage quieter members and ask them for their views so they participate.
8. Be aware of any discussion drifting off topic and, if it does, use your authority as chair to refocus the meeting but allow some flexibility. Rely on written reports and focus on items that need to go forward as recommendations to business meetings.
9. Make sure you have a chance to approve the Minutes **before** they are copied and circulated. A good working relationship with Club Secretary and/or Minutes Secretary can be invaluable.
10. Any member may attend Club Council meetings to gain experience. Invite new members but advise them they cannot vote.

8.5 OTHER SIGNIFICANT CLUB MEETINGS

During the Rotary year there are four other formal meetings which the Club should hold:

- 1) **A Special General Meeting (SGM)**, which must be held on or before 31st December for the purpose of adopting the Club accounts for the previous year and electing Officers of the Club for the following year, which include the President-Elect, Secretary and Treasurer. Other appointments need not be made until the Annual General Meeting.
- 2) **An Annual General Meeting (AGM)**, which must be held between 1st April and 31st May, for the purpose of adopting reports from the current team Chairs, agreeing a budget for the following Rotary year, confirming the officers elected at the SGM and electing the members of Club Council and other officers for the following Rotary year including District Council Reps, Rotary GB&I ABM reps and auditors.
- 3) **Club Assembly, which should be held after the District Assembly and before 30th June.** At Club Assembly the club looks forward to the next Rotary year, and plans and ambitions are presented. The club compliance documents should also be approved and signed by the President Elect and sent to the District Secretary before 30th June.

This meeting is attended by the Assistant Governor (or a deputy if he/she is not available.) and the AG is required to report back after the meeting to the incoming District Governor.

- 4) **Presidential Handover meeting**, usually the last meeting in June or the first meeting in July. Some clubs may not be able to hand over to a new President on July 1st so it is in order to vary the date of the handover meeting in such circumstances.

8.6 DISTRICT GOVERNOR'S CLUB VISIT

The District Governor is charged with visiting all the Clubs in our District, during his year. He is happy to meet with Clubs, either individually or in small groups.

If, by the time you take office (i.e. 1st July), you have not already agreed a date for the visit, please contact District Governor directly, to confirm date, time and venue.

On his visit, all other Club business - unless urgent - should be kept to a minimum.

The visit normally comprises a short address followed by a question-and-answer session.

District Governor is keen to meet all Club members and, if you have any special requests, please consult with him, in advance.

8.7 MAKING PRESENTATIONS – PUBLIC SPEAKING

Do

- Rehearse the presentation
 - Number any paper copy sheets in case you drop them • Keep it short
 - Use pictures to illustrate points
 - Dress appropriately for your audience
 - If a Power Point get someone else to check for typos.
 - Make sure the environment is right e.g. double check microphones working • Be enthusiastic
 - Good voice modulation, clear diction.
 - Slower is better don't gabble speech or the audience won't understand or remember what you said
 - Like the number 5 piece in Dominos pick a person at each corner of the audience to look at in turn and one in the middle and they will feel you are engaging with them all.
 - Involve the audience, ask questions.
 - It is ok to be nervous; we all are as we want it to go well.

Don't

- Speak in a monotone
- Have pages and pages of on-screen words that you just read out
- Have lists of more than 3 items at a time as the audience will not take in information • Lecture and tell
- Use bad taste jokes
- Try to create the presentation at the last minute
- Wing it
- Fiddle with money/items in pockets or clothing
- Pace around too much unless moving to engage with members of the audience.

Prepare your Tech

- Ensure you have the connecting cables for your laptop to go to a projector (the Apple display port requires an Apple adaptor to HDMI or VGA), you may need a HDMI/VGA adapter
- Do you have a connecting cable to a projector?
- Check your laptop battery is charged.
- You have an extension lead for the charger
- Have a backup Power Point Presentation on a memory stick • If you have a remote clicker, use it
- If you don't use your laptop often, do turn it on 24hrs in advance and make sure all updates have been done. Don't do computer updates just before the presentation.

8.8 CLUB ASSEMBLY CONTENT

The purpose of Club Assembly is to prepare and present your plan for the year ahead. Make sure you meet with your team to hear their proposals and formulate your plans in good time.

The aim is:

- to gain the support and agreement of club members
- to inform members of the projects and plans of each team for the coming year • to encourage members to understand what is involved and play their part
- to ensure adequate funds are available to meet the challenges ahead

Your Club assembly should take place in plenty of time for your plans to be implemented at the start of the Rotary year

Team leaders and Club Officers need to be given adequate time, in advance, to formulate their programmes and have them agreed by the Club President and members

To help your Assistant Governor (AG) please send him/her notes of your plans and your team's proposals before your club assembly.

Club Assembly should follow the District Assembly with sufficient time between the two to allow for proper planning. Try to encourage maximum attendance at this very special meeting.

If Club Assembly replaces a normal Club meeting, the proceedings typically begin with the current President in the Chair. At the appropriate time, the President Elect (PE) should be invited to take charge of proceedings and, after Club Assembly the current President takes back the Chair.

At the Club Assembly, the general membership of the Club should be informed of: •
Club projects by the PE and the team leaders

- The RI Presidential theme of the year – by the PE or AG
- Any RI or Rotary GB&I Presidential project proposals – by the PE or AG • Any District special projects or charities – by the PE or AG

The Incoming President's Club Assembly address sets out the plans and objectives for the next Rotary year. Written reports are invaluable and succinct PowerPoint slides can be used to summarise highlights. Each team leader is invited to present his/her proposals giving appropriate but concise detail. Questions should be permitted after each presentation. Try to allow adequate time for Club Assembly.

Team leaders and club officers should be enthusiastic, and they should present interesting and varied programmes. Their objective should be to plan for the whole year (or sometimes longer) and they should be encouraged to share and delegate tasks to achieve maximum involvement. Rotarians are generally much more interested in a project in which they are personally involved.

At the conclusion of Club Assembly please invite the Assistant Governor or the DG's representative to sum up. Finally, the President Elect hands back control of the meeting to the President. If your Club Assembly is a success, there is a good chance your year as President will be a success too.

8.9 CLUB ASSEMBLY CHECKLIST

A Date after District Assembly but before 1st July. Your Assistant Governor should be invited to this meeting

Activity	Action by	Date
Agree date with current President	President Elect	ASAP
Liaise with Assistant Governor – check he/she will be attending	President Elect	Jan-March
Inform your team – you need them with you. Check members' availability and/or brief reserves.	President Elect	Jan-March
Agree format – time of day, meal etc venue and book.	President Elect and Secretary	March onwards
Inform club of details	Secretary	March onwards
Confirm arrangements with Assistant Governor	President Elect	ASAP
Meet with team chairs to prepare a basic plan for the year.	President Elect	Immediately following District Assembly
Prepare agenda with Club Secretary	President Elect and Secretary	

8.10 YOUR ASSISTANT GOVERNOR

Your Assistant Governor is a valuable friend to you. Each Assistant Governor is responsible for a group of clubs in an Area and is encouraged to develop a close working relationship with these clubs through regular contact. They work as a team with the District Governor to support all the clubs in our District.

The Duties of the Assistant Governor are to:

- act as a 'friend' to the club and be the "Go To" person when needed.
- support and encourage you and your club members.
- represent the DG at your Club Assembly
- disseminate information and promote projects from the District Team
- inform the district executive of any concerns raised
- organise and facilitate at Area meetings of Clubs
- identify Rotarians for district office and future leadership development.

Assistant Governors report on the progress of their nominated clubs prior to each meeting of the District Executive and send a report to District Council meetings.

Club Presidents will be contacted for details of club membership, projects, fundraising etc, so that your Assistant Governor can give a true and accurate report on your club.

8.11 COMPLIANCE

In order to ensure that your members are covered for insurance the Rotary GB&I Compliance Statement must be signed by you and returned to the District Secretary before 1st July. It is usual to do this at the club Assembly.

The Compliance Statement covers the following policies which should be read and understood before the statement is signed: -

- Rotary GB&I Equality and Diversity Policy
- Rotary GB&I Health and Safety Policy Statement
- Rotary GB&I Safeguarding (Children) Policy
- Rotary GB&I Safeguarding (Vulnerable Adults) Policy
- Rotary GB&I Data Protection Policy Statement
- Rotary GB&I Dignity Policy Statement

Rotary GB&I Resources and Guidelines on GDPR can be found here <https://www.rotarygbi.org/members/club-district-support/compliance/data-protection/5gdprresources/>

The documents are located at:

<http://www.rotarygbi.org/members/club-districtsupport/compliance/>.

Club members must be made aware of the above policies and agree to the President signing the Compliance Statement.

The relevant District Officers are there to advise and support you if you need help or advice on any aspect of Compliance.

Key insurance documents and other information and forms relating to insurance can be found at:

<https://www.rotarygbi.org/members/club-district-support/compliance/insurance/> .

These include the Confirmation of Insurance Certificate and the Employers' Liability Form.

Sample Risk Assessments can be found at <https://www.rotarygbi.org/?d=1&s=risk>. You will need to login as a member first and then go to Club and District Support, Compliance.

For insurance queries, in the first instance, please contact the Club and District Support Team on [cgs@rotarygbi.org](mailto:cds@rotarygbi.org) , or 01789 765411

8.12 DISPUTE MANAGEMENT

Dispute Management – The Rotary GB&I Dispute Management Process for determining disputes **(Reviewed January 2024)** and the dispute resolution flowchart can be downloaded at

<https://rotarygbi.org/members/compliance/dispute-management/>

In the event of needing to seek mediation, contact should be made with the District Governor and/or the District Secretary who will initiate the process.

Rotary Values, behaviours, dignity and compliance: Rotary is a welcoming and trusted organisation which aims to create opportunities for serving our communities at home and across the world. It is imperative that everyone, including members, who come into contact with Rotary feel valued and respected.

We have a dedicated **Values and Behaviours page** outlining the guidance available which supports you, the member, to make your Rotary journey a safe and enjoyable one. This includes information for the **SpeakUp** service where you can contact us by email in confidence* for advice and guidance

on any disputes, arguments or similar issues where you need help. It's important to check the dispute management procedure and the Values and Behaviours page first as both offer advice which may help.

Here you have the Rotary values, behaviours, dignity and compliance analysis presentation which explains the behaviours expected from Rotarians and how to deal with any issues. If you would like to present this yourself to your club you can also download the power point with the script provided.

**Allegations of criminal activity, risk of harm to yourself or others may be shared with appropriate organisations such as the police. This would be discussed with you first.*

8.13 GIVING FEEDBACK

Presidents may need to give feedback to a club member or other contacts – either when things have been done well – or when someone's behaviour is not acceptable or too negative. This can be difficult for all concerned but is necessary. Feedback can be positive or negative, but both should be given positively for the benefit of the receiver.

Any problems should be sorted out within the club if possible. If this proves impossible you can talk to your AG in the first instance.

Positive feedback must be:

- Genuine
- Given often to encourage and motivate.
- The decision to offer positive feedback publicly should be based on the personality of the person you are giving the feedback to.

Negative feedback must be:

- Constructive
- Specific
- Not personal
- It should not come as a surprise.
- It should not be given publicly.

Any unacceptable/inappropriate behaviours should be made clear and a recommendation for change should be offered.

Check understanding: some people are very resistant to feedback, so make sure they understand what has been said and asked of them.

Always follow up the feedback either with a telephone call or another meeting to ensure the person understands there is no grudge. If the person is negative, angry and upset it may be appropriate to stop the meeting and reconvene at another time.

A leader who gives good feedback will avoid many contentious situations and gain the respect of the people around.

Example 1: I know you were angry, but it is not appropriate to shout. The recommendation would be to talk about your anger and ask for some time to take the issue offline.

Example 2: I notice if the club does not agree with your suggestion your behaviour is negative, and you sulk. Recommendation: See the issue from someone else's point of view and try and be more of a team player.

8.14 MY ROTARY AND OTHER USEFUL SITES

Other valuable sources of information can be found at:-

- My Rotary on the RI website which includes Rotary Club Central www.rotary.org • The Rotary GB&I Website www.rotarygbi.org
- Our own District 1220 website
- The On-Line District Membership Directory now known as Rotary View. Log in at <https://rv.rotarygbi.org/>

If you have not already registered for any of the above, you can do so on the RI site. You will then also be able to log in to the Rotary GB&I website, District website and Rotary View with the same username and password.

- If you need assistance getting started on My Rotary, you can view this video – <https://youtu.be/EiJNbJMOGJA>

District 1220 also publishes Foundation, International, Youth Service and Community Service information which is available to download from the District website. A limited number of the Youth and Foundation and Community booklets are made available to clubs.

Online Tools available from RI once logged into My Rotary at www.rotary.org:

- **Rotary Club Central:** the online tool for setting goals and tracking progress
- **Brand Center:** Create and download your own logo and publicity materials
- **Learning Center:** online courses and documents
- **Discussion Groups:** join an online Discussion Group anything Rotary

Rotary Showcase: Browse and share projects to explore the good work that Rotary clubs are doing locally and globally.

9 EXPAND OUR REACH

Strategic goals

Goal reference	Goal	Description	Unit of measurement
G6	Club membership	How many total members does your club want by the end of the Rotary year?	No.
G7	Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?	Number and examples

9.1 MEMBERSHIP

The retention of existing members and the introduction of new members will be two of the most important aspects of your Presidential year.

Retention

Members often leave Rotary because of loss of interest or motivation. The Club may no longer provide their idea of opportunities for community service or lack fun. There is a constant need to re-examine the health of the Club. As President, it is necessary to continually ask yourself and the members:

As President, you are in a position to ask the following questions and make appropriate changes:

- Are we attractive to new members? Do we have an interesting programme?
- Do the members, especially the newest members find it entertaining – have they a job or a club event /project to get involved in?
- Do we offer all members the chance to express their opinion?
- What percentage of the Club membership attends the meetings?
- Do we have “clique” groups at meetings? Do members feel welcome?
- Is the meeting good value in terms of time, interest and cost?
- What are the reasons for absence, and do we keep in contact with all members?
- Does our programme of events involve our partners or our families?
- Do we seek feedback if we lose a member?
- When members leave the area, do we contact a club in his/her new location?

Club Health Check: Just as routine doctor’s visits help us identify health risks before they become serious, a **Club Health Check** can diagnose problem areas and prescribe remedies. This resource is intended to help club leaders assess their clubs. In using it, you’re taking a step to maintain your club’s health and preserve its value for members and the community.

Publicity: Publicise your activities and achievements of Rotary to attract new members and make sure the Club retains a positive image within the community.

Club Model	Description	Appeals to	Minimum charter members
Traditional Rotary Club	Professionals and aspiring leaders who meet regularly for service, connections, and personal growth	People looking for connections, service opportunities, and traditions Learn more at Start a Club .	20
Satellite Club	A Rotary club sponsored by a traditional club but with its own meetings, projects, bylaws, and board	Those who want a club experience or meeting format or time other than what's offered by the traditional clubs in the area Learn more in the Guide to Satellite Clubs .	8
E-Club	A Rotary club that meets primarily online	People who travel frequently, whose schedules make it difficult to meet in person, or who prefer an online experience. Learn more about online club meetings .	20
Passport Club	A Rotary club that allows members to attend other Rotary club meetings as long as they attend a specified number of meetings in their own club each year	People who travel frequently, or those who enjoy trying a variety of club experiences and meeting lots of new people. Learn more in the Guide to Passport Clubs .	20
Corporate Club	A club whose members (or most of them) work for the same employer	Employees of an organization who want to come together to do good in their community	20
Cause-Based Club	A club whose members are passionate about a particular cause and focus their service efforts in that area	People who want to connect with others while addressing a particular set of problems.	20
Alumni-based Club	A club whose members (or most of them) are former Rotary or Rotary Foundation program participants	People who have participated in Rotary outside of a club	20
Rotaract Club	Rotaract clubs bring together people aged 18 and over to exchange ideas with leaders in the community, develop leadership and professional skills and have fun through enterprising activities. In communities around the world, Rotary and Rotaract members work side by side to take action.	Younger people who want to serve their communities, develop leadership and professional skills, and have fun through service.	n/a
Community Corps	A Rotary Community Corps is a group of non-Rotarians RCC members plan and carry out projects in their communities and support local Rotary club projects.	People who share our commitment to changing the world through service projects.	n/a

9.2 NEW MEMBERS

Every Rotarian is encouraged to promote Rotary and find new members

How do we assess that a person is appropriate for membership? In simple terms:

- Are they willing to follow our 4-way test and our vision statement?
- Do they have the desire to “Serve to Change Lives”?
- As President, liaise closely with your Membership Team and ensure that the approved procedure is followed every time.

9.3 INFORMATION MEETING FOR POTENTIAL MEMBERS

An Information Meeting should be held for all potential new members before the submission of a formal application to join a Club. This is an opportunity to explain how Rotary operates and to highlight what membership entails. All the facets of Rotary should be explained clearly and expectations made clear especially the motto: “Service above Self”. It is up to you who conducts this meeting but the Membership Chair, the new member’s introducer and perhaps a couple of other members might represent the club.

The meeting should discuss: -

- Financial aspects – how your club deals with financial matters (e.g. subs, meals) the District and Rotary GB&I fees. For 2025/26 District subs are £20 and Rotary GB&I subs are £86.
- A brief explanation of how the club is organised and what the teams do
- The sort of support expected for club events
- The importance of broadening Rotary knowledge and friendships by e.g. visiting other clubs and attending other Rotary events such as the District Conference, District Assembly, Multi District Events and RIBI Conference.
- Any questions raised by the prospective member.

It is important to appoint a mentor to the new member.

9.4 INDUCTION OF A NEW MEMBER

- The President should prepare for the occasion.
- The new member should be presented to the meeting, ideally by the introducer.
- The new member should be formally inducted by the President or an appointee.
- The President needn't use a set speech for the induction. Saying something personal will make the induction more memorable for the new member.
- The new member should be presented with a Rotary lapel badge and a Rotary GB&I New Member's Pack. There is New Member Welcome Guide available from the Rotary GB&I shop.
- The new member should be offered the opportunity to say a few words.
- The sponsor/mentor should give continued support, and all members should be encouraged to assist in the effective integration of the new member into the club.

Sample Induction Address for New Members

Rotarian, I warmly welcome you to membership of our Club. We recognise your acceptance of Rotary ideals and your willingness to promote those ideals within your business life, your own community and beyond.

Our Mission Statement is – **Together we see a world, where People unite and take action to Create lasting Change, across the globe, in our communities and in our selves.**

Rotary's motto "Service above Self" is no idle phrase but one that represents an attitude to life. We ask that you use your own talents to practice that philosophy whilst carrying out your vocation and also in your private life.

In becoming a member of our Club, you have joined an international fellowship of 1.2 million members in 200 countries. I encourage you to wear the Rotary badge with pride.

Fellow Rotarians, I introduce to you Rotarianand I ask you to give him / her your wholehearted support as a member of this Club.

Note

The Four Way Test or the Objects of Rotary may be read out.

Is it the **TRUTH**

Is it **FAIR** to all concerned

Will it build **GOODWILL** and **BETTER FRIENDSHIPS** Will it be **BENEFICIAL** to all concerned.

10 INCREASE OUR IMPACT

Strategic goals

Goal reference	Goal	Description	Unit of measurement
G8	Annual fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?	Amount in £
G9	Service projects	How many service projects will your club complete during the Rotary year?	Number and examples
G10	Polio Plus Fund Contributions	How much money will be contributed to the Rotary Foundation Plus Fund by your club and its members during the Rotary Year?	Amount in £

10.1 THE ROTARY FOUNDATION

The Rotary Foundation, Rotary's own and only charity, transforms funds donated by Clubs into service projects that change lives locally, nationally and internationally. This is achieved through the humanitarian grant's programme and End Polio Now.

The Rotary Foundation's Humanitarian Grants Programme - There are two types of grants.

Global Grants: These can be used for projects that address one of Rotary's now seven areas of focus. It also includes Global Scholars, Vocational Training Teams and Peace Fellowships.



If your club is, or intending to be, involved as “host” or “international” club for a Global Grant, the club must be qualified. This means that a club member probably the Club’s Foundation and/or International Officer must participate in a training workshop on global grants, which can now be done online through “My Rotary”. In addition, the Club must sign a Memorandum of Understanding with District on how the grant should be managed.

A District Resource Network, comprising individuals with international experience across the seven focus areas, is available to support clubs when requested.

District Grants: In the next Rotary year 2026/27, approx. **US\$20K approx.** will be available for District Grants. The criteria and application forms are available on the District website or can be obtained from the District Grants Chair. Grants can be used for either local or international projects to be used for specific projects with Rotarian involvement.

End Polio Now

The Rotary Foundation started work to eradicate Polio in 1985. The programme was adopted by the World Health Organisation in 1988 and the “Global Polio Eradication Initiative”, supported by UNICEF, the US Centre for Disease Control and Governments across the world is now implemented by the World Health Organisation. The Bill and Melinda Gates Foundation supports Rotary by giving \$2 for every \$1 donated by Rotary, up to \$50 million per year. An estimated \$1.3 billion is required to ensure total eradication with Rotary intending to raise \$50 million annually across the world.

The infrastructure established by End Polio is now playing a major role in the fight against COVID-19.

- Over 400 million children are immunised against Polio every year.
- 16 million people are walking today who would have been paralysed.
- If all eradication efforts stopped today, within 10 years, polio could paralyse as many as 200,000 children each year.

Although the number of cases due to the wild poliovirus have decreased by over 99% since 1988 with Africa being declared polio free in 2020, some cases are still occurring along the Pakistan/Afghanistan border.

With the world now having faced the COVID-19 emergency some aspects of the polio eradication programme were affected. Fortunately, it is able to share its experiences and assets to ensure this new epidemic is defeated as quickly as possible. Notwithstanding, Rotary’s commitment to polio eradication is firm; and our commitment to stand together against COVID-19 remains as strong as ever.

Contributing to Foundation -

Please give thought to how we can increase our annual per capita donations to \$55 for EPN and \$100 for Foundation. A cup of coffee purchased for £2.50 each week over a year would allow this target to be reached.

Please visit the following link <https://www.rotarygbi.org/about-rotary/donate/our-campaigns/> should you wish to make donations to the Annual Fund, End Polio Now, Disaster Response, Endowment Fund and the Areas of Focus. If you click the expand tab it drops down to give you further tabs to donate in GBP and Euros. Also, Gift Aid options if you are a UK taxpayer.

Please do not send funds directly to Rotary International. Funds donated by UK taxpayers to the Foundation through RFUK are able to benefit from tax refunds through the Gift Aid scheme.

10.2 PUBLIC IMAGE

The District have established a Communications Board to improve and maximise at district and club level our use of the web, social media and brand marketing. The Board consists of the District Governor, District Governor Elect and the representatives for Website management, Social Media support and a Brand and Marketing lead. The Board are developing an action plan for improved delivery of these issues.



14 years ago, in 2012 the Rotary logo was updated to reflect a more modern image. The Rotary Wheel by itself does not have the sort of brand recognition that the likes of Apple or Nike's logo have. Therefore, it is important to use the updated logo which now incorporates the word Rotary. This is the only Rotary brand that should be used. It is our Registered Trademark and there are strict rules regarding its use.

For branding resources, including a number of templates, login as a member on the Rotary GB&I site and go to the Public Image page at:

<https://www.rotarygbi.org/members/publicimage/branding-resources/>

Copyright



Rotary Great Britain & Ireland (Rotary GB&I) has recently had to deal with two claims of copyright breaches where clubs had published pictures on their website for which they did not own the copyright. Copyright is becoming a big issue, particularly on the internet, with breaches now being enforced more frequently than they used to be. If you publish someone else's content without permission, you could expect an invoice.

It is surprising how much is covered by the Copyright act. It's not just pictures, there's music, written material, maps, audio, film, tv and other recordings and even newspaper layouts

If you use the same posters year on year, do you know where the images come from? Clubs could be liable to prosecution if you get it wrong.

- If you didn't create an image, then you don't own the copyright
- You need permission to use this for your club
- You may have to pay for use
- But, as a charity you may be allowed to use something just for a credit
- If there is any doubt at all, **DON'T USE IT**

10.3 CRISIS COMMUNICATIONS

Sometimes, things can go wrong. That is the nature of being part of a large and active membership organisation.

There may be occasions when incidents arise that could result in negative press for Rotary International in Great Britain and Ireland. This is what is known as crisis communications. If you encounter such a situation, contact your AG in the first instance and brief them about the issue. If the AG is not available, contact the DG or District Secretary.

10.4 EVENT PROMOTION

The term “**Other Rotary Charities**” should never be used as all funds go to the charitable causes of the organising club/s. These may not be causes belonging to Rotary but are likely to include charitable causes that are not registered charities (see the objects of your club charity).

You could use the phrase “**Charities / causes supported by the Rotary Club of.....**”

Please put your Trust Fund Charity number on your promotional material, as well as that of any other Charities listed.