

Club Secretary Training Notes for District Assembly: Paper Version

For digital version go to "training" at www.rotarydistrict6910.org

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SUMMARY OF ROTARY DISTRICT 6910 CLUB SECRETARY RESPONSIBILITIES

- Attend the district training assembly and the district conference
- Meet with the outgoing secretary and receive club records
- Meet with the incoming board of directors
- Create a My Rotary account on Rotary.org if you don't already have one. Go to www.Rotary.org, after the page opens select "My Rotary". After this opens, follow instructions.
- Create a DACdb Rotary account if you don't have one. Go to DACdb.com, select "Log into DACdb", then follow instructions.
- **Update your club's records and member list on DACdb as changes occur.** Must do this even if you use Club Runner. Or, as a last resort, you can send changes to the district office on paper. **Changes made directly in My Rotary or through another integration partner such as Club Runner are NOT shared with the district!** DACdb is the official data integration partner with RI for District 6910. See video "[D6910 Training - DACdb; Managing 'My Data'](#)" 9m40s (if video doesn't open automatically see INSTRUCTIONS FOR VIEWING TRAINING VIDEOS below)
- **Check Club Records and RI Records coordination using DACdb Member Compare frequently** and correct any discrepancies. This is possible only if your Club Uses DACdb Rotary Direct Connection. See video "[D6910 Training - DACdb; Using Member Compare](#)" 14m29s (if video doesn't open automatically see INSTRUCTIONS FOR VIEWING TRAINING VIDEOS below)
- **Check Member Compare for accuracy before major award events in March.** Rotary Foundation awards and the Presidential Citation are dependent on correct membership reporting.
- Give the club treasurer the club invoices, due in January and July. Check Member Compare in DACdb well before that and be sure that the membership list is correct. The club will be billed based on the list in the RI database. There is no mechanism for adjustment if the member list is not correct!
- Serve on the club board and club administration committee
- Take minutes at club and board meetings and club assemblies
- **Update club leadership positions in DACdb for the Official Directory and Rotary's records.**
 - Same rules apply to recording and reporting club positions as in management of member records.
 - New club officers should be entered into DACdb by Feb 1 of the year they are to assume offices in July. (It may be helpful to remind the president of this).
 - You can check officers positions in My Rotary when there is a question about privilege. You can add an officer in My Rotary AND DACdb if there is a rush to get privilege for someone. NEVER enter into My Rotary only.

- See Video: "[D6910 Training - DACdb & My Rotary; Managing Leaders Positions](#)" 7m12s (if video doesn't open automatically see INSTRUCTIONS FOR VIEWING TRAINING VIDEOS below)
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- Manage club correspondence, responding to email and sending official notices and invitations
- Keep promotional items, name badges, and other materials used at meetings and events
- **Take attendance and submit monthly attendance reports to the district governor** See video; "[D6910 Training - DACdb; Creating Reports](#)" (if video doesn't open automatically see INSTRUCTIONS FOR VIEWING TRAINING VIDEOS below)
- Preserve your club's historical records
- Write an annual report at the end of the Rotary year
- Assist the club president, treasurer, and committees as needed
- Meet with your successor and hand over club records

INSTRUCTIONS FOR VIEWING TRAINING VIDEOS AVAILABLE IN THE ROTARY DISTRICT 6910 YOU TUBE CHANNEL

Go to www.youtube.com. Type "Rotary District 6910" in the You Tube search box. Click the "CHANNEL" box by the district 6910 icon. This will open the channel and you can select the videos you wish to see.

USEFUL ONLINE RESOURCES:

[Governance Documents](#) - (opens in My Rotary but does not require log in)

- Manual of Procedure - Concise version of Rotary's policy and procedures (Most helpful in resolving process issues!)
- Standard Rotary Club Constitution
- Recommended Rotary Club Bylaws - can be club specific but must align with the standard constitution and Code of Policies
- Rotary Code of Policies - all of RI's general and permanent policies

RI Manuals for Club Leaders (there are dozens). [Click here to open the page](#) that gives you access to all of them. Then you can search for the one you need or you can just click on one that interests you below:

- [Lead your Club: President](#)
- [Lead Your Club : Secretary](#)
- [Lead Your Club: Treasurer](#)
- [Lead Your Club: Membership Committee](#)
- [Lead Your Club: Rotary Foundation Committee](#)