

Every Rotary club board has 'governance' obligations which need to be observed, so to facilitate ensuring your club is compliant and properly operational, use the checklist below. Allocate tasks to appropriate club members.

ITEM	DETAIL	Month	WHO	DONE
<b>Accounts and Finance</b>	Ensure your club has two separate accounts to handle your finances – one administration account and one fund raising account	July		<input type="checkbox"/>
<b>Accounts and Finance</b>	Have multiple members authorised to access the club's bank accounts	July		<input type="checkbox"/>
<b>Accounts and Finance</b>	Have accounts set for at least two authorised members to confirm expenditure	July		<input type="checkbox"/>
<b>Accounts and Finance</b>	Make sure you provide an annual financial report for your club (audited only if your members request them to be) at your annual general meeting	October		<input type="checkbox"/>
<b>Accounts and Finance</b>	Lodge the Financial Report (Form A12) with Dept of Fair Trading within 7 months of the end of the financial year or within one month of the AGM (whichever comes first)	No later than 31 January		<input type="checkbox"/>
<b>Budgets</b>	As part of your club annual planning, set budgets for expected income and expenditure	June		<input type="checkbox"/>
<b>Budgets</b>	Have at least one member aware of available grant funding and how to apply for various local and international grants	April		<input type="checkbox"/>
<b>Insurances</b>	Check to make sure you have all appropriate (Rotary or club) insurance covers for your club and its activities by completing the insurance renewal forms sent to each Club by the District Insurance Officer.	March		<input type="checkbox"/>
<b>Insurances</b>	Have Certificates of Currency for your policies and the policies of any contractors	July		<input type="checkbox"/>
<b>Legal Compliance</b>	Ensure your club is incorporated and registered with NSW Dept. of Fair Trading or ACNC or both	July		<input type="checkbox"/>
<b>Legal Compliance</b>	Ensure you have a current Constitution and By Laws	October		<input type="checkbox"/>
<b>Legal Compliance</b>	Ensure you have in place all policies and procedures required by law – Anti-Bullying and Harassment, Privacy, Anti-Discrimination, Diversity, Equity and Inclusion, Safe Volunteering etc.	July		<input type="checkbox"/>
<b>Legal Compliance</b>	Review your policies at least every 4 years	July		<input type="checkbox"/>
<b>Legal Compliance</b>	If you plan to raise more that \$15,000 per annum you must hold a Charitable Fundraising Authority	July		<input type="checkbox"/>
<b>Legal Compliance</b>	Hold your Annual General Meeting within six (6) months of the end of the financial year	December or earlier		<input type="checkbox"/>
<b>Legal Compliance</b>	Be aware that The Associations Incorporation Act requires a minimum of 5 members and 3 committee members in each Club.	As needed		<input type="checkbox"/>
<b>Legal Compliance</b>	Any changes in the Club's name, objectives, Public Officer or registered address must be notified to NSW Fair Trading. Forms can be completed online.	As needed		<input type="checkbox"/>

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<b>Legal Compliance</b>	Provide an annual Not-For-Profit self-review report to the ATO	No later than 31 October		<input type="checkbox"/>
<b>Membership</b>	Aim to retain all existing members	May		<input type="checkbox"/>
<b>Membership</b>	Work to add members to your club each year with a sensible growth percentage	May		<input type="checkbox"/>
<b>Membership</b>	Involve new members in activities or projects as soon as possible to ensure their engagement	As needed		<input type="checkbox"/>
<b>Membership</b>	Work with the community to generate a pipeline of potential members through sponsoring Interact, Rotaract	Ongoing		<input type="checkbox"/>
<b>Risk Management</b>	Incoming Board to undertake a risk assessment of any non-compliance with governance requirements.	July		<input type="checkbox"/>
<b>Risk Management</b>	Utilise the risk assessment as a guide to minimising the risk of any activities your club holds. Submit Risk Assessment form to District Insurance Officer for each activity your club undertakes (outside of regular meetings). Only 1 assessment form required for repeat activities e.g. monthly markets.	As needed		<input type="checkbox"/>
<b>Rotary Compliance</b>	Always strive to work to achieve the Rotary motto of 'Service Above Self'	June		<input type="checkbox"/>
<b>Rotary Compliance</b>	Aim to work within the Rotary parameters of the Object of Rotary and observe the guidance of the Four Way Test	July		<input type="checkbox"/>
<b>Rotary Compliance</b>	Ensure your club activities are channelled through the five (5) Rotary Avenues of Service	June		<input type="checkbox"/>
<b>Rotary Compliance</b>	All communications, publications and promotions need to be compliant with correct Rotary Branding	July & as needed		<input type="checkbox"/>
<b>Rotary Compliance</b>	Your Constitution and By Laws need to conform to Rotary International guidance and local law	(see legal compliance)		<input type="checkbox"/>
<b>Strategic Planning</b>	Ensure you have a Club Strategic Plan in place for the start of each Rotary year	June		<input type="checkbox"/>
<b>Strategic Planning</b>	Utilise the Rotary Health Check document as the guide to benchmark where your club is at	May		<input type="checkbox"/>
<b>Strategic Planning</b>	Utilise the Rotary Citation Goals to guide the strategic plans for your club. Enter your goals into Rotary Club Central	June		<input type="checkbox"/>
<b>Strategic Planning</b>	Develop plans and projects that align to one of the seven (7) Rotary Areas of Focus	June		<input type="checkbox"/>
<b>Succession Planning</b>	Identify potential leaders for your club and plan their roles as directors on your board	October		<input type="checkbox"/>
<b>Succession Planning</b>	Introduce them to the roles by enlisting them to committees of avenues of service	October		<input type="checkbox"/>
<b>Succession Planning</b>	Develop a sound succession plan for your President following the triennial cycle – one year as President Elect, one year as President and one year as Immediate Past President	October		<input type="checkbox"/>

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<b>Succession Planning</b>	Encourage Professional Development of members through attendance at District Assembly, Rotary Leadership Institute, President Elect Training Seminar and any district workshops relating to the Avenues of Service and Areas of Focus	July & throughout the year		<input type="checkbox"/>
<b>Succession Planning</b>	Encourage members to nominate for District committees	October		<input type="checkbox"/>
<b>Working with Children</b>	If your club conducts activities involving minors, you will need all members engaging with youth to be cleared for Working with Children	July		<input type="checkbox"/>
<b>Working with Children</b>	Keep members who do not want to go through the check out of any activities with minors	Ongoing		<input type="checkbox"/>