

### CLUB GOVERNANCE CHECKLIST

Every Rotary club board has 'governance' obligations which need to be observed, to ensure your club is compliant and properly operational, use the checklist below.

ITEM	DETAIL	Month	DONE
<b>Accounts and Finance</b>	<ul style="list-style-type: none"> <li>🌐 Ensure your club has two separate accounts to handle your finances – one administration account and one fund raising account</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Have multiple members authorised to access the club's bank accounts</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Have accounts set for at least two authorised members to confirm expenditure</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Make sure you provide an annual financial report for your club (audited only if your members request them to be, or you are a Tier 1 club) at your annual general meeting</li> </ul>	October	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 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)</li> </ul>	No later than 31 January	<input type="checkbox"/>
<b>Budgets</b>	<ul style="list-style-type: none"> <li>🌐 As part of your club annual planning, set budgets for expected income and expenditure</li> </ul>	June	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Have at least one member aware of available grant funding and how to apply for various local and international grants</li> </ul>	April	<input type="checkbox"/>
<b>Insurances</b>	<ul style="list-style-type: none"> <li>🌐 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.</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Have Certificates of Currency for your policies and the policies of any contractors</li> </ul>	July	<input type="checkbox"/>

ITEM	DETAIL	Month	DONE
<b>Legal Compliance</b>	<ul style="list-style-type: none"> <li>🌀 Ensure your club is incorporated and registered with NSW Dept. of Fair Trading or ACNC or both</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Ensure you have a current Constitution and By Laws</li> </ul>	October	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 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.</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Review your policies at least every 4 years</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 If you plan to raise more than \$15,000 per annum you must hold a Charitable Fundraising Authority</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Hold your Annual General Meeting within six (6) months of the end of the financial year</li> </ul>	31 Dec or earlier	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Be aware that The Associations Incorporation Act requires a minimum of 5 members and 3 committee members in each Club.</li> </ul>	As needed	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 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.</li> </ul>	As needed	<input type="checkbox"/>
<b>Membership</b>	<ul style="list-style-type: none"> <li>🌀 Aim to retain all existing members</li> </ul>	May	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Work to add members to your club each year with a sensible growth percentage</li> </ul>	May	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Involve new members in activities or projects as soon as possible to ensure their engagement</li> </ul>	As needed	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Work with the community to generate a pipeline of potential members through sponsoring Interact, Rotaract</li> </ul>	Ongoing	<input type="checkbox"/>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>🌀 Make sure you submit a Risk Assessment to the District Insurance Officer for every activity your club undertakes (outside of regular meetings)</li> </ul>	As needed	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Utilise the risk assessment as a guide to minimising the risk of any activities your club holds</li> </ul>	As needed	<input type="checkbox"/>
<b>Rotary Compliance</b>	<ul style="list-style-type: none"> <li>🌀 Always strive to work to achieve the Rotary motto of 'Service Above Self'</li> </ul>	June	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Aim to work within the Rotary parameters of the Object of Rotary and observe the guidance of the Four Way Test</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Ensure your club activities are channelled through the five (5) Rotary Avenues of Service</li> </ul>	June	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 All communications, publications and promotions need to be compliant with correct Rotary Branding</li> </ul>	July & as needed	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌀 Your Constitution and By Laws need to conform to Rotary International guidance and local law</li> </ul>	(see legal compliance)	<input type="checkbox"/>

ITEM	DETAIL	Month	DONE
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>🌐 Ensure you have a Club Strategic Plan in place for the start of each Rotary year</li> </ul>	June	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Utilise the Rotary Health Check document as the guide to benchmark where your club is at</li> </ul>	May	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Utilise the Rotary Citation Goals to guide the strategic plans for your club. Enter your goals into ClubRunner</li> </ul>	June	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Develop plans and projects that align to one of the seven (7) Rotary Areas of Focus</li> </ul>	June	<input type="checkbox"/>
<b>Succession Planning</b>	<ul style="list-style-type: none"> <li>🌐 Identify potential leaders for your club and plan their roles as directors on your board</li> </ul>	October	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Introduce them to the roles by enlisting them to committees of avenues of service</li> </ul>	October	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 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</li> </ul>	October	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 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</li> </ul>	July & throughout the year	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Encourage members to nominate for District committees</li> </ul>	October	<input type="checkbox"/>
<b>Working with Children</b>	<ul style="list-style-type: none"> <li>🌐 If your club conducts activities involving minors, you will need several members to be cleared for Working with Children</li> </ul>	July	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>🌐 Keep members who do not want to go through the check out of any activities with minors</li> </ul>	Ongoing	<input type="checkbox"/>