

## How to be a GREAT Club President for your District 9820 Secretary!

### Data—your Club Information

- Ensure your current Club Secretary updates your club data for the 2019-2020 year so **YOU** and your club can be contacted. Briefly this is done electronically through the District Website or your Club Runner program which feeds the information up automatically to Rotary International's data base. If the data is only entered via the Rotary International website, it will not automatically populate down to the District website, necessitating entering the data again manually into the District website— double the work and a waste of time!!!! The District website is: [www.district9820.org](http://www.district9820.org) , further details and information refer to page 10 of your training manual or ask District IT chair, alias District Governor Nominee Mark Humphries! ( a man of many hats!)
- Club data means up to date and accurate details for each and every member - preferred telephone contact and email address are ESSENTIAL, accompanied by a head and shoulder recent digital photograph for your secretary to upload to member profiles,

### ESPECIALLY YOURS, INCOMING PRESIDENT!

This information will also comprise the data for the digital district directory coming through the ether to you by July 1.

- If your current Club Secretary is snowed under, they can appoint an executive secretary assigned with their own credentials to access the appropriate areas on the District website or ClubRunner NOW and update the 2019-2020 data so we can hit the ground running.
- Ensure your 2019-2020 secretary keeps this data current and accurate throughout the 2019-2020 year—it's only current the day it is entered, remembering to add or terminate as necessary not only to keep your contacts correct but also, as the District Treasurer big Jim will reinforce, your semi annual per capita dues accurate!!!!
- It is essential to have at least the following entered NOW:

President	International Chair
President Elect	Community Chair
Treasurer	Vocational Chair
Secretary	Youth Chair
Public Image Chair	Foundation Chair
Service Projects Chair	

### AND On to Conference Chair!!!!!!

You would be shocked to see how many Clubs don't complete this basic task ..... please make it an urgent priority.



### **Incoming Emails:**

- Open all email correspondence within 2 days. All mail will have in the subject title Urgent, For your attention or For Your Information. This will help sort the priority you need to give them.
- Action emails as per the above criteria.
- Distribute emails to your club secretary, chairs/committees/members as appropriate and FOLLOW UP that they have been actioned.

### **Outgoing emails:**

- Copy all emails to the District Governor to the District Secretary for file.
- Don't double send an email! Check the "to" box to see who the nominated recipients are **-before you forward it to them again!**

Remember your District Chairs and Assistant Governors are there to help you and are an invaluable resource. Logging into My Rotary will also help you with anything you need to know!

Above all—remember we're all volunteers doing our best to do our jobs to the best of our ability and capacity. Keep a sense of humour and have fun !

My role is an administrative conduit ..... please don't hesitate to contact me if I can be of any assistance .

Cheers

Jane the "L Plate" District Secretary

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