

# Resources for Club Officers

2013-14



## **YOUR KEY CONTACT - CLUB AND DISTRICT SUPPORT (CDS)**

[www.rotary.org/myrotary/contact/representatives](http://www.rotary.org/myrotary/contact/representatives)

Provides personalized service, training, and regional guidance on

- Rotary resources and services
- Administrative procedures
- Board policy and Rotary constitutional documents
- Navigating My Rotary and doing your Rotary business online

## **24/7 INFORMATION - MY ROTARY**

<http://www.rotary.org/myrotary/en>

Manage your email subscriptions, register for meetings, and access other member benefits.

Club leaders can also

- Update membership records\* and club data with Rotary
- Report next year's officers (by 31 December)
- Report club goals and achievements via Rotary Club Central
- Print the Semi Annual Report (SAR) and pay club dues to Rotary (July/January)
- Utilize the online *Official Directory*

*\*Please update club membership data by 1 June/1 December to ensure that the SAR is accurate. Clubs participating in the [OneRotary database integration initiative](#) should update their local online system.*

## **MORE HELP - OTHER ONLINE RESOURCES**

[Download](#) free copies of resources like [Be a Vibrant Club: Your Club Leadership Plan](#). This guide includes questions, ideas, and resources to help your club be more successful.

Contact your Financial Representative's for advice on club payments, Semi Annual Report (SAR) invoices, balances, and exchange rates:

[www.rotary.org/myrotary/contact/representatives](http://www.rotary.org/myrotary/contact/representatives)

Read *Rotary Leader* for practical advice to make your club even better. Club presidents with e-mail addresses in Rotary's system receive the newsletter bimonthly. Encourage your club presidents-elect and club secretaries to subscribe. And be sure to update us if you change your e-mail address.

For more helpful resources, follow these links:

### **Policy and Procedure**

[Manual of Procedure](#)  
[Visual and Voice Guidelines](#)

### **Membership**

[This is Rotary](#)  
[Connect for Good](#)  
[How to Propose a New Member](#)  
[Membership Growth & Retention](#)

### **Media**

[Presidential Theme](#)  
[Rotary Images](#)  
[Webinars](#)  
[Newsletters](#)



Rotary

Club and District Support  
September 2013