



## **Club Presidents and Secretaries: Did You Know....?** *Information Resources for New Club Officers*

Did you know that the Club and District Support (CDS) staff at Rotary International serves as your primary contact at the RI Headquarters? They are ready to answer almost any question you may have about Rotary, and can provide you with advice on such topics as club elections, constitutional matters, club traditions and customs, club operations, and RI Board policy.

Do you know who your CDS representative is? Your representative can be found on the web at: <http://www.rotary.org/support/CDAreps/index.html>.

Have you seen some of our web resources that will make it easier for you to administer your club?

- Helpful resources have been designed specifically for club presidents and secretaries. A copy is attached, and it can also be found on the Rotary web site at: [http://www.rotary.org/newsroom/downloadcenter/pdfs/club\\_pres\\_sec\\_resources.pdf](http://www.rotary.org/newsroom/downloadcenter/pdfs/club_pres_sec_resources.pdf).
- Learn how you can make changes to your club's membership records, reference various Rotary Foundation reports, pay your club's dues online, and report next year's club officers using Member Access. Full instructions and helpful suggestions can be found on the web at: <https://riweb.rotaryintl.org/faq.asp>.
- You can find a selection of important club administration publications, including audiovisual programs, club software, forms and supplies on the web at: <http://shop.rotary.org/catalog/default.php?cPath=37>
- The Club President's Checklist is a month-to-month calendar, for the club president and president-elect, with reminders about important club and district functions, as well as RI and Rotary Foundation program due dates. Find it at [http://www.rotary.org/newsroom/downloadcenter/pdfs/pres\\_checklist.pdf](http://www.rotary.org/newsroom/downloadcenter/pdfs/pres_checklist.pdf).
- The Club Leadership Plan is a great new way to invigorate stagnant clubs. It is based on the best practices of effective Rotary clubs. You can find this plan on the web at: <http://www.rotary.org/support/club/clubplan.html>
- Important information for Rotary clubs located in the USA is attached. It provides basic information regarding your club's tax status and mandatory yearly reports to the I.R.S. You can find additional copies on the web at: [http://www.rotary.org/newsroom/downloadcenter/pdfs/info\\_paper\\_clubs\\_irs.pdf](http://www.rotary.org/newsroom/downloadcenter/pdfs/info_paper_clubs_irs.pdf).

The RI Secretariat staff looks forward to working with you and supporting your club's service efforts in the year ahead. Be sure to contact your CDS representative whenever you may need help from RI Headquarters!