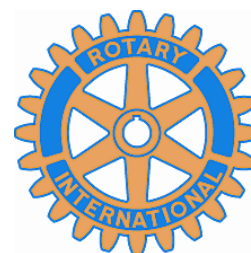


ROTARY CLUB OF PARKES

District 9700

PO Box 145

PARKES NSW 2870



MEETS: Monday nights
TIME: 6pm for 6.15pm start
WHERE: Bushmans Motel
Newell Highway, Parkes

CONTACTS:

Meeting venue: 02 6862 2199

Mike Richardson's office (for apologies)

Phone: 6862 1261

Email: bygum1@bigpond.com

Club website: <http://rotarnet.com.au/users/9/97028/rotary.htm>

WHAT IS ROTARY?

Rotary is an organisation of business and professional people who are united worldwide. They provide humanitarian service, encourage high ethical standards, are in all vocations and they help build goodwill and peace.

The first Rotary club was organised in 1905 in Chicago, USA.

Rotary worldwide, is organised into geographical areas known as Districts. The Rotary Club of Parkes is part of District 9700.

Rotary District 9700 encompasses an area from Oberon in the East to Parkes in the North, Hay in the West and Wagga Wagga in the South.

Each District is presided over by a District Governor, who is elected for a twelve month term, by a District Selection Committee. Each Club however, is an autonomous group of Rotarians responsible for their own actions.

Just as each Club is governed by a President and Board of Directors, so too, is Rotary International governed by an International President and Board of Governors.

The Association of Rotary Clubs throughout the world is known as Rotary International.

More information can be found on the Rotary website: www.rotary.org

FOUR AREAS OF SERVICE

CLUB SERVICE

Your privileges and responsibilities in Rotary include:-

- Developing friendships with leaders
 - In the community
 - In neighbouring towns and cities
 - All over Australia
 - In all parts of the world
- Giving service in your community
- Attending any Rotary meeting in Australia or anywhere in the world
- Developing International Goodwill and Understanding
- Helping build higher ethical standards within your vocation through the common bond of Rotary

VOCATIONAL SERVICE

Vocational service is an important part of the Rotary movement. Without a vocation we could not become a member of a Rotary Club.

Rotary recognises the efforts of vocational service by members of the community with:-

- The Rotary Pride of Workmanship Awards
- Rotary awards to TAFE and School students
- Promotion of vocation oriented projects

Rotarians are committed to preparing the new generations to meet the challenges arising from the increased level of competition of the professional and business world.

COMMUNITY SERVICE

Community service has the responsibility to initiate and develop projects for the betterment of the community when and where they arise and as supported by a vote of club members.

Some important facets of Community Service:-

- Encouragement of youth
- Fostering concerns for the environment
- Support and encouragement of community service groups
- Assisting in care for the Aged

Examples of Service in our community:-

- YUM Centre
- The establishment and maintenance of the Rotary Arboretum
- Fundraising to support special appeals for Rotary and the Community
- Catering at nursing home fetes, seniors week, reading day, festivals etc
- Fund raising for community projects

INTERNATIONAL SERVICE

Rotary worldwide initiates and completes service projects, currently in excess of \$300 million dollars annually. Examples of international projects:-

The Rotary Foundation

The Rotary Foundation Ambassadorial Scholarships are funded through the contributions of Rotary Clubs, individuals and community donations.

Health, Hunger and Humanity

Health: Immunising children to eradicate Polio by December 2010.

Hunger: Major malnutrition and anti-malarial programmes in less developed countries

Humanity: Volunteer Rotarians give up their time to serve in less developed countries

Our Rotary District supports this through F.A.I.M. (Fourth Avenue in Motion) teams, which go as work parties, to other countries to build simple necessities of life projects. The duration of F.A.I.M. can be from one to two weeks. Parkes Rotary Club members volunteered to build Rotohomes for eight days in Fiji in 2009.

TIME OBLIGATIONS

You should be prepared to contribute your time and talents to:-

- Community work eg; catering projects
- Social functions eg; weekly club meetings
- Club and District activities eg; attend District Conference, inter-club meetings

Your spouse/partner is welcome and encouraged to join our social and community service activities and attend Club meetings on partner's nights. Your spouse/partner may attend any Club meeting with you if they wish.

WEEKLY MEETINGS

Attendance at dinner meeting

Attendance is one of the keynotes of Rotary. Without regular attendance, we have no fellowship. Without fellowship, we have no service. Without service, we have no Rotary and without Rotary, the world would be so much poorer. We encourage 100% attendance, but appreciate that some members will attend much less than that and make up through community service and other Rotary related activities.

Attendance procedure

You are *automatically booked* in to our dinner meeting every week.

If you are *unable to attend* a weekly meeting, you must phone fellow Mike Richardson before 12 noon, the day of the meeting. We make a booking for the number of members we expect to attend a meeting. If you don't attend and did not submit an apology, you should pay for the missed meal at the next meeting you attend.

Make-up

If you are unable to attend a meeting, you can "make-up" fourteen days before or after that meeting. A "make-up" can be a visit to another Rotary club locally, within the region or the world, or work at one of our community service functions, or you can make up on line at www.rotaryclubone.org/programs.htm

You should aim to attend, or makeup for, at least 50% of meetings. There is an annual award (Arthur Roeder Trophy) for those members who achieve 100% attendance.

Leave of Absence

If you will be away for *longer than 8 weeks*, please put in a leave of absence form to the President. If business or personal matters will keep you from participating in the Club for more than 8 weeks you should write to the Secretary and request leave of absence stating the beginning and end dates of the leave requested. If the Board approves the leave request (leave is usually approved) you will receive a letter to that effect with the proviso that you must remain a financial member (i.e. pay semi-annual fees

when they fall due). You must also personally advise Mike Richardson's office of the period you will be on leave or you will be liable to pay for meals missed.

If you are away from meetings for periods *less than 8 weeks* you must advise Mike Richardson's office or you will be liable to pay for meals missed.

Meeting - Duties Roster

The duties roster is the last page of the weekly Bulletin. This is emailed to members. If you don't have an email address, please advise the Bulletin Editor (Colin Offner) who will forward a copy to you by mail. The roster is also provided on the Notice Board in the meeting room on the night.

If you are delegated a duty and you are unable to attend the meeting, please arrange for someone to replace you.

Setting up for a Meeting:

Arrive early and put out the following items:-

- Pull up posters; bell and donger; shield; Rotary wheel; Australian flag; White Board; Duties Roster board; badges cabinet; song sheets; sheets for Notified Items
- There may be more to be put out (eg banners) depending on the function, but the President will advise you what else may be needed.
- All this equipment lives in the room through the amenities door to the right of the bar and you are required to pack these same items back into the room at the end of the meeting.

Dinner Fee Collection

This is performed by the Treasurer or their delegate.

Fellowship and Raffle:

Arrive 15 minutes before the meeting to welcome Dignitaries, Rotarians, guests and guest speakers to Rotary. Introduce guests to someone to talk to and get them a drink if they would like one.

Hand out members badges as required.

Check that the raffle prize has been organised and try to sell the tickets as everyone comes to pay for their meal. The cost is \$1 per ticket, fellows may purchase as many as they like. Draw the raffle, preferable before the meal has commenced.

Tables:

Generally, three Rotarians are rostered to serve the main course and dessert. Serve everyone else before yourself. Start at the top of the room and work towards the back of the room. Tables are to be cleared at the conclusion of each course.

International Toast:

Propose a toast to a Club in another country. PP Cliff Cowell prepares details for toasts and contacts each club toasted by email afterwards.

Welfare Report:

Make enquiries during the weekend before the meeting on the progress of any of the members or families known to be unwell and report to the meeting. If possible, a visit to anyone who is incapacitated is usually appreciated.

Members Talk, New Member Talk, Rotarian as Guest Speaker

Please read the speaker guidelines

Sergeant-at-arms and Sergeants

Sergeant-at-Arms is a position on the Board of the Club. The Sergeant-at-Arms appoints several sergeants to assist in the running of meetings.

A sergeant will also conduct a fines sessions each meeting. Fines session should go for around 5 minutes. Proceeds defray Club operating costs and therefore reduce the cost of annual dues. If you are the sergeant:

- This in the one night you don't have to pay any fines yourself
- Make the fines interesting
- Don't set out to embarrass people
- Take care not to offend on grounds of sex, race or religion
- Learn from other Sergeant's
- It is critical that you keep to time so the guest speaker can commence at 7.30pm

The sergeant should also assist the president to ensure that the meeting runs smoothly:

- Arrive early and check that everything has been setup ready for the meeting, eg. Lectern, microphones, projector/TV for guest speaker
- Dismantle these items afterwards
- You will also call the meeting to order at 6.15pm
- The President will prompt you to tell kitchen staff when to start serving meals (usually 6.30pm)
- Use the gong if members are talking when someone is at the microphone
- Escort people to the front if they are called up (e.g. guest called to receive an award)

Introducing a Guest Speaker

- Arrive early, welcome the Guest Speaker and arrange with the Chairperson to sit with the speaker during the meeting
- Engage the speaker in conversation about their life, family, career experiences, current job, major achievements, awards they may have
- Assemble a short and interesting list of items to mention in the introduction, make notes to help you remember them
- When your turn comes to speak, make the introduction short, factual, interesting and accurate
- Remember if you can, to address all the important people who may be scattered around the room, a good reason to sit up the front so you can see them all
- Try not to use clichés, or repeat yourself
- If you feel nervous, remember you are among friends who wish you well

Thanking a Guest Speaker

- Arrive early, introduce yourself to the Guest Speaker and ask them a little about their background, it could help in compiling your thank you
- Listen to the speaker avidly, make a few notes
- Try to ask the speaker a question at the end of their presentation in question time. It may help to offset any nerves you may have
- In thanking the speaker, make sure you mention a couple of points in their presentation (proves you were awake)
- It may help if you mention that you learned.....
- Try not to use clichés, or repeat yourself
- Ask the speaker to accept a small gift and ask the meeting to join in thanks by acclamation

Money raised

- 1) **Income from raffle** is banked to the Club Account and is used to meet club operating costs (e.g. RI dues, guest speaker costs, new member costs, administration expenses)
- 2) **Income from fines**, like raffle income, is banked to the Club Account
- 3) **Income from Club Projects** is banked to a Service Account. Service Account income is used to pay the costs of providing community service (e.g. catering equipment and consumables, insurance of Club members) with the net used for community service projects

How do I propose a new member?

Membership growth is an essential part of any organisation. Not only do we desire to strengthen and diversify our membership through the addition of "new blood", we also need to replace members "lost" due to natural attrition caused by business or domestic pressures, emigration and so on.

We use two methods to recruit new members. The **first method** is for the Membership Committee to develop a list of potential new members, check the list with all Club members to ensure that nominees would make suitable members, then organise an information night and follow-up.

The **second method** enables a Club member to introduce someone new at any time. The procedure is:

- 1) Talk to a Board member (preferably the President or Secretary) about the person you propose to introduce. They will arrange for the person's name to be listed in the bulletin for two consecutive weeks to give club members an opportunity to submit recommendations to the Board in relation to the nomination.
- 2) Provided there is no objection to the nomination (check with your Board contact), invite the nominee to attend say four (4) regular meetings of the Club as your guest. The first meeting they attend may be as a guest-of-the-club (i.e. free of charge); after that either you or our guest must pay for meals.
- 3) Introduce your guest to as many members as possible, but in particular to the Chair of the Membership Committee. During this period, explain as much as you can about Rotary to your guest, including Rotary attendance requirements and the financial commitment. One good place to obtain more information about Rotary is at the [Prospective Member Information](#) pages at the Rotary International web site.
- 4) If your guest expresses an interest in joining the club, obtain a "Membership Proposal" form from the Club Secretary, fill it out and pass it on to the Chair of the Membership Committee for further action.
- 5) The Chair of the Membership Committee will, at the next Board meeting, submit the Membership Proposal form to the Board for their consideration, at which time an available **Membership Classification** will also be proposed. If the proposal is approved by the Board, the Chair of the Membership Committee will contact you and ask you to invite (and accompany) your guest to a membership interview, which is normally conducted after a regular club meeting. At the interview, the Chair of the Membership Committee will ask your guest a number of questions and they will offer more information about Rotary.
- 6) If the nominee is comfortable, the Chair of the Membership Committee will arrange for their induction into the Club.

You can, of course, invite a guest to attend a Club meeting at any time, or bring your spouse or partner to any meeting with you. The above procedure relates to bringing persons to the Club for the purpose of introducing them as a potential new member. In that case, we need to take care both that your nominee understands what Rotary is about and the commitment of members, and that Club members are comfortable with the nominee joining the Club.

What do all those acronyms mean?

One of the first things which confuse visitors and new members about Rotary is the regular use of acronyms to address people. Although they may seem daunting to the inexperienced, they are really quite simple. Some of the most commonly used acronyms (and their meanings) are:

Acronym	Meaning	Acronym	Meaning
PP	Past President	RI	Rotary International
IPP	Immediate Past President	RIBI	Rotary International British Isles
PE	President-Elect	DS	District Secretary
DG	District Governor	TRF	The Rotary Foundation
PDG	Past District Governor	PHF	Paul Harris Fellow
IPDG	Immediate Past District Governor	PHSM	Paul Harris Sustaining Member
DGE	District Governor Elect	GSE	Group Study Exchange
DGN	District Governor Nominee	RYE	Rotary Youth Exchange
AG	Assistant Governor	RYLA	Rotary Youth Leadership Awards
PETS	President-Elect Training Seminar	3H	Health, Hunger & Humanity
PPE	Preserve Planet Earth	WCS	World Community Service
SAA	Sergeant-At-Arms	RCC	Rotary Community Corps

BOARD MEMBERS

July 2010 to June 2011

Position		Phone
President	Ken Engsmyr	02 6862 5424
Secretary	Steven Campbell	0418-638 447
Treasurer	Graeme Dean	0409-659 491
Vice President	Peter Thompson	0407-462 165
Past President	John Pizarro	0419-680 001

Directors

Club Service	Vicki Lamrock	0407-224 329
Vocational Service	David Hughes	0425-237 130
Community Service	Charlie Pecenka	0429-622 338
International Service	Kay Stone	0428-331270
Youth Service	Col Lamrock	0428-622 346

Chairs – Standing Committees

Membership	Col Lamrock	0428-622 346
The Rotary Foundation	Kay Stone	0428-331270
Club Public Relations	David Hughes	0425-237 130
Service Projects	Charlie Pecenka	0429-622 338
Club Administration	Vicki Lamrock	0407-224 329