

D9750 HEALTH CHECK - ROTARACT CLUB: _____

CLUB ADMIN		NOTES
	Does your club have an ABN number? If so ABN:	
	Are you incorporated? Y / N If not, when:	
	Have you submitted your annual statements to Office Fair Trading?	
	What is your official incorporated name?	
	Do you have a current membership list, including contact details? Is it stored securely?	
	Do you have a process to keep track of the progress of potential members towards meeting membership criteria?	
	Mailbox. Who has the keys? Have they been passed to the new secretary?	
ROTARY		
	How can you introduce your new team to your Sponsoring Rotary clubs?	
	How many sponsor clubs?	
	Do you have a Rotaract liaison person for each of your sponsoring Rotary clubs?	
	Is there a Rotarian from each sponsor club appointed as a liaison?	
	What are their details?	
	Do they attend your meetings on a regular basis?	
	Are there any other Rotarians actively involved with your Rotaract Club + details? (i.e. there could be Rotarians that aren't in sponsor Club or aren't the appointed person, who are very helpful and approachable or that come along to everything)	
	Do you know when the RC(s) meet and the cost for Rotaractors to attend?	
	Do Rotarians from your sponsor Club(s) attend your meetings?	
	What about are you on each other's "Friends Lists"? Do you get their Bulletins (always good for checking if they are promoting your event!)	
	What are you doing to promote Rotaract in these clubs?	
TREASURY		
	Banking: Does your club have a General A/c and a Charitable type A/c?	

	Are you using BOTH accounts?	
	Is there a process for approving expenditure? (i.e. are cheques being signed without discussion of spending etc)	
	Have you finalised your accounts for the last Rotaract year?	
	Have you had your books audited under the guidelines for Incorporated Associations?	
	Where are receipts kept?	
	Are the signatories on your accounts current for this year?	
	Have you dispersed all community funds raised over the past year?	
EXEC TEAM (P, VP, S + T) + BOARD (CD, ID, SD, VD)		
	Have they been given the RI Guide on Directors roles and/or the District manual section on their Directorship?	
	Is each board member aware of their responsibilities for the year?	
	Has the Board, as a group, discussed their roles, ideas/plans for the year and expectations of each other?	
	Have you circulated the Rotaract Statement of Policy?	
	Do you have the current Insurance Certificate of Currency?	
	Do you have a copy of the Risk management policy?	
	Do you have a copy of the Harassment policy?	
	Election process and timing:	
	Privacy Policy/Rules - (ie: don't CC people's personal email addresses, always BCC, rules about spamming - esp. for non-members/Friends List - get around this by sending one email with lots of info rather than lots of ad hoc emails)	
GENERAL CLUB		
	Your website address: Club email:	
	Who has access to Club email - Pres? Sec? Club Service/Social?	
	Banners? Business Cards?	
	How often is your website updated? Does it contain the proper information?	
	How have you made your website user-friendly?	
	Do the links work?	
	Are there links to it from sponsor Clubs websites?	
	What marketing items are you currently using to promote your club?	

MEETINGS - Just the business side, not content.		
	Venue / Time / Frequency:	
	Are you circulating an agenda in advance of the meeting to your board/members?	
	Are new members able to physically find you easily?	
	Is there someone whose role is to look after guests and potential members (i.e. sit with them , explain what's going on)	
	Are your meetings advertised anywhere?	
	Guest book? Ask if they want to join Friends email list?	
	Meeting reminders? Via email? SMS?	
	Are accurate Board and Club Minutes being taken?	
	Are the Club Minutes being circulated after the meeting in a timely manner?	
LIST ANY ITEMS FROM ABOVE THAT YOU REQUIRE/FEEDBACK:		

