



# **Club President and Secretary Resources**

2009-10 Edition

## **Member Access Portal (MAP – Rotary Business on-line):**

[www.rotary.org/en/selfservice](http://www.rotary.org/en/selfservice)

- View contribution reports for The Rotary Foundation
- Search an online version of the *Official Directory*
- View, update and change membership data (updates made by 1 June and 1 December ensure that your club receives an accurate Semi-Annual Report (SAR))
- Pay your SAR (club dues and any outstanding financial balances)  
*Please Note:* membership reports, per capita dues and magazine subscription payments are due in both July and January. The SAR reports can now be printed directly from MAP. Continued failure to pay SAR dues after six months will result in the club's termination.

## **Find your CDS and/or your Financial Representatives:**

[www.rotary.org/ClubDistrictReps](http://www.rotary.org/ClubDistrictReps)

**Your CDS Representative** can assist you with:

- Questions on club elections, club name or locality changes, and other club operations
- RI Board Policy (Rotary Code of Policies), the *Manual of Procedure*, and other constitutional documents (Standard Rotary Club constitution and Recommended Rotary Club Bylaws)
- Decisions and highlights of both the RI Board and The Rotary Foundation Trustees
- Membership data form, New Member Data Form, manuals describing the roles and responsibilities of both the club president and club secretary, as well as other club training manuals and report forms

**Your Finance representative** will answer questions about your club's financial balances and payment deadlines.

**Rotary publications** are an excellent resource to assist you and your club. View them on-line or download for future reference at: [www.rotary.org/clubdownloads](http://www.rotary.org/clubdownloads)

- *Club President's Manual* [222] – A “How To” manual for club presidents
- *Club Secretary's Manual* [229] - Describes the responsibilities of secretaries
- *Club Leadership Plan* [245] – a great tool to create a strategic plan for your club
- *RI Catalog* – Use this to order Rotary publications and materials [019]
- *Manual of Procedure* (MOP) [035] Ask your predecessor to give you this publication or order another copy online.
- *Official Directory* (OD) [MI-3-008] - Sent to club secretaries in June.
- *Rotary World* - Sent to club presidents four times a year - includes timely Rotary news.