

CLUB GOVERNANCE CHECKLIST

Every Rotary club board has 'governance' obligations which need to be observed, so to facilitate ensuring your club is compliant and properly operational, use the checklist below.

ITEM		DETAIL	DONE
Accounts and Finance	(*)	Ensure your club has two separate accounts to handle	
		your finances – one administration account and one fund	
		raising account.	
	(**)	Have multiple members authorized to access the club's	
		bank accounts.	
	(%)	Have accounts set for at least two authorized members to	П
		confirm expenditure.	
	(**)	Make sure you provide an annual financial report for your	
		club (audited only if your members request them to be) at	
		your annual general meeting.	
		File federal and state documents as required.	
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Budgets	@	As part of your club annual planning, set budgets for	
		expected income and expenditures.	
	(()	Have at least one member aware of available grant	
		funding and how to apply for various local and	
		international grants. Complete mandatory trainings.	
Insurances	®	Check to make sure you have all appropriate (Rotary or	
		club) insurance coverage for your club and its activities.	
	®	Have Certificates of Insurance for your policies and the	
		policies of any contractors.	
Legal Compliance	(%)	Ensure your club is incorporated and registered with the	
		state.	
	(%)	Ensure you have a current Constitution and By Laws	
	*	Ensure you have in place all policies and procedures	
		required by law – Anti-Bullying and Harassment, Privacy,	
		Anti-Discrimination, Diversity, Equity and Inclusion, Safe	
		Volunteering, etc.	
	(20)	Review your policies at least every 4 years.	
	(*)	If you plan to raise money through a raffle, make sure the	
		raffle complies with state regulations.	
	(%)	Hold your Annual General Meeting within six (6) months of	
		the end of the financial year	
Membership	®	Aim to retain all existing members.	
		Work to add members to your club each year with a	
		sensible growth percentage.	
		Involve new members in activities or projects as soon as	
		possible to ensure their engagement.	
	®	Work with the community to generate a pipeline of	
		potential members through sponsoring Interact, Rotaract.	



ITEM		DETAIL	DONE
Risk Management	®	Utilize the risk assessment as a guide to minimizing the risk of any activities your club holds.	
Rotary Compliance	(%)	Always strive to work to achieve the Rotary motto of	
kolary Compliance	****	'Service Above Self'.	
	*	Aim to work within the Rotary parameters of the Object of	
		Rotary and observe the guidance of the Four Way Test.	_
		Ensure your club activities are channeled through the five	
		(5) Rotary Avenues of Service.	
		All communications, publications and promotions need to	
		be compliant with correct Rotary Branding.	
	(340)	Your Constitution and By-Laws need to conform to Rotary	
		International guidance and local law.	
Strategic Planning	(2)	Ensure you have a Club Strategic Plan in place for the	
	VIII.	start of each Rotary year.	_
	90	Utilize the Rotary Health Check document as the guide to	
	2011/6	benchmark where your club is at.	_
	⊕	Utilize the Rotary Citation Goals to guide the strategic	
	*	plans for your club. Develop plans and projects that align to one of the seven	_
		(7) Rotary Areas of Focus.	
Succession Planning	®	Identify potential leaders for your club and plan their roles	
		as directors on your board.	
		Introduce them to the roles by enlisting them to	
		committees of avenues of service.	
		Develop a sound succession plan for your President	
		following the triennial cycle – one year as President Elect,	
		one year as President and one year as Immediate Past	
		President.	
	(%)	Encourage Professional Development of members	
		through attendance at District Assembly, Rotary	
		Leadership Institute, President Elect Training Seminar and	
		any district workshops relating to the Avenues of Service	
	20%	and Areas of Focus.	
Working with Children	(86)	Encourage members to nominate for District committees.	
Working with Children	(%)	If your club conducts activities involving minors, you will need several members to be cleared for Working with	J
		Children.	
	/SDA	Keep members who do not want to go through the	
	\C\	background check away from of any activities with minors.	
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