



**District 5300**  
**Board of Director's Training**  
**2020**  
**“The Big Picture”**

WHAT IS THE FUNCTION OF  
THE BOARD OF DIRECTORS?

**TO DIRECT**

# WHAT DO BOARD MEMBERS NEED TO KNOW?

**Their structure**

**Their function**

**Their responsibilities**

**How to carry out those responsibilities**

# THE STRUCTURE OF THE ORGANIZATION

MEMBER

CLUB

DISTRICT

ZONE

ROTARY INTERNATIONAL

# THE OBJECT OF ROTARY

**The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:**

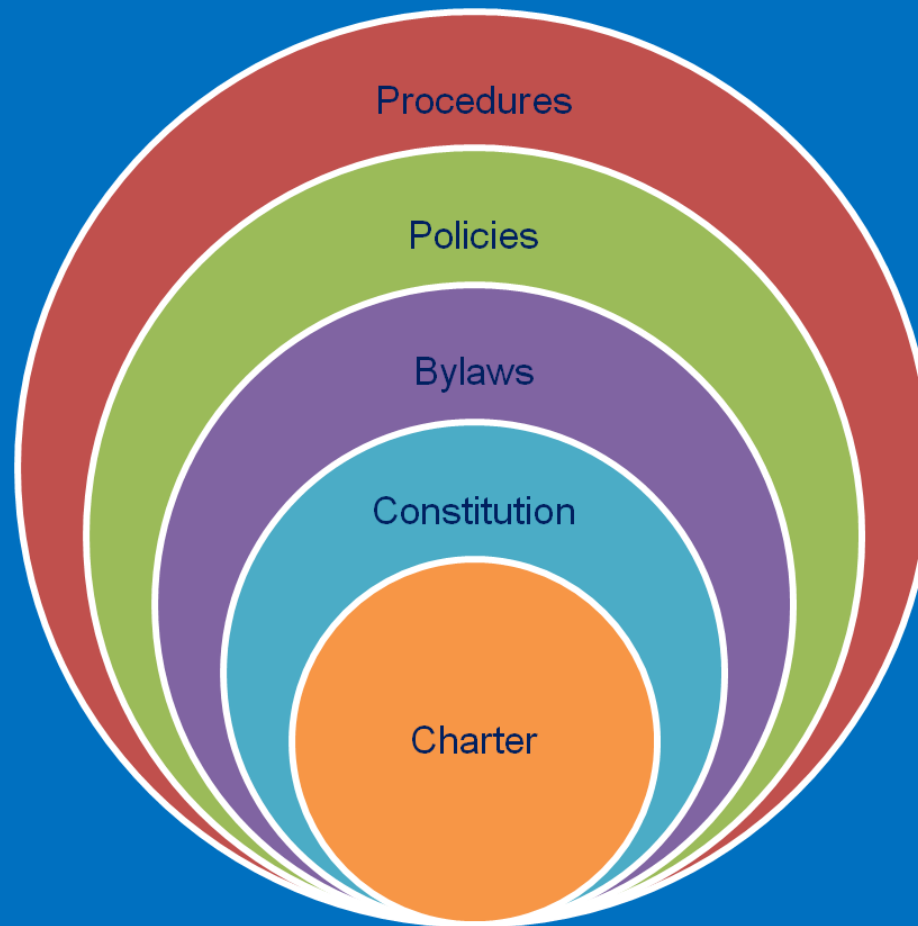
**FIRST. The development of acquaintance as an opportunity for service;**

**SECOND. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;**

**THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;**

**FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.**

# Governing Documents



# FIDUCIARY

**An individual in whom another has placed the utmost trust and confidence to manage and protect property or money. The relationship wherein one person has an obligation to act for another's benefit.**

# STANDARD OF CONDUCT

**Duty of Obedience: follow laws and regulations**

**Duty of Care: make reasonable and prudent decisions**

**Duty of Loyalty: interests of the organization supersede personal interests**

# Let's make it practical

Review the club's governance documents

Plan

Budget and fiscal controls

Risk management

# BUDGETS

- Board of Directors create budgets
- Two budgets needed
  - Operations
  - Charity account
- Budgets establish expectations, priorities and limitations
- They should be flexible



# BUDGETS

## OPERATIONS

- Meals
- Social events
- Club equipment
- Source is typically dues and internal fundraising

## CHARITY

- Charitable giving
- Scholarships
- Source is typically donations

# Fiscal Controls

- Checks and balances/dual control
- Perform basic account maintenance by reconciling bank statements, making deposits and paying bills in a timely manner.
- Monthly reporting to the Board (account balances, income and expenses, budget)
- Regular financial updates and a detailed annual report to the club
- Annual review

# Risk management

Identity Theft

Privacy

Youth Protection

Reputation

# BOARD MEETING AGENDA

## July 2, 2020

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF MINUTES
- III. REPORTS
  - a. Treasurer
  - b. Membership
  - c. Public Image
  - d. Service Projects
  - e. Foundation
- V. OLD BUSINESS
- VI. NEW BUSINESS

THE NEXT MEETING WILL BE \_\_\_\_\_

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# Robert's Rules

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# ROBERT'S RULES OF ORDER NEWLY REVISED

10TH EDITION

HENRY M. ROBERT III, WILLIAM J. EVANS  
DANIEL H. HONEMANN, THOMAS J. BALCH



THE ONLY CURRENT AND AUTHORIZED EDITION OF  
THE CLASSIC WORK ON PARLIAMENTARY PROCEDURE

# The Main Motion

The member addresses the chair

The chair recognizes the member

The member states the motion

Another member seconds the motion

The chair states the motion

The members debate the motion

The chair puts the question to vote

The members vote

The chair announces the result



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