

INNER WHEEL DISTRICT 330

DUTIES OF CLUB OFFICERS

NOTES TO POWER POINT PRESENTATION ON 28TH JULY 2018

BY NR DATIN SEETHA LAKSHMI

CLUB PRESIDENTS

BEFORE YOU TAKE OFFICE

1. READ CLUB BYE LAWS AND IIW CONSTITUTION
2. FAMILIARISE YOURSELF WITH DUTIES AND FUNCTIONS OF ALL CLUB EXECUTIVE POSITIONS
3. PLAN THE NOMINATION AND ELECTION OF CLUB OFFICE BEARERS
4. PLAN THE YEAR – INSTALLATION
 - FUND RAISING
 - PROJECTS
 - FELLOWSHIP AND ACTIVITIES

CLUB INSTALLATION

- JULY/AUGUST
- PURPOSE IS TO INSTALL THE NEW OFFICE BEARERS
- COULD BE A FUND RAISING PROJECT
- PLAN ACCORDING TO YOUR CLUB (BIG/SMALL)
- INVITE POTENTIAL MEMBERS TO INSTALLATIONS TO INTRODUCE INNER WHEEL TO THEM

OBJECTIVES OF INNER WHEEL

- PROMOTE TRUE FRIENDSHIP – PROMOTE FRIENDSHIP AMONG MEMBERS
- TO ENCOURAGE THE IDEALS OF PERSONAL SERVICE – HAVE PERSONAL DEVELOPMENT PROJECTS FOR YOUR MEMBERS (eg. CPR, MOTIVATIONAL TALKS) , SOMETHING TO BENEFIT THE MEMBERS
- TO FOSTER INTERNATIONAL UNDERSTANDING – CARRY YOUR CLUB BANNERETTES WHEN YOU TRAVEL. INVITE FOREIGN INNER WHEEL FRIENDS TO YOUR CLUB. LEARN ABOUT THEIR CLUBS

FUND RAISING

- BAKE SALES
- CHARITY SALES
- DONATIONS FROM FRIENDS AND FAMILY
- GOVERNMENT DONATIONS FROM POLITICIANS

PROJECTS

- PROJECTS TO BENEFIT WOMEN AND CHILDREN
- THE POOR AND DISABLED
- THE ANIMALS – SPCA

LOOK FOR VOLUNTEERS AMONG FRIENDS AND FAMILY TO HELP YOU IN CLUB PROJECTS.

FELLOWSHIP AND ACTIVITIES

- ATTEND EACH OTHERS INSTALLATIONS
- PLAN FOR DISTRICT CHAIRMAN'S VISIT
- PLAN A HOLIDAY FOR YOUR MEMBERS
- PLAN JOINT CLUB PROJECTS

CLUB PRESIDENTS DURING THE YEAR

- HAVE COMMITTEE MEETINGS ACCORDING TO WHAT IS STIPULATED IN YOUR CLUB BYE LAWS (SOME 3, SOME 6 OR SOME 11)
- HAVE 11 MEETINGS IN A YEAR
- BE FAIR TO ALL MEMBERS, LISTEN TO VIEWS
- START AND FINISH MEETINGS ON TIME. 1 HOUR IS ENOUGH
- KEEP MEETINGS INTERESTING AND STAY FOCUSED
- INVITE SPEAKERS AND SPECIAL GUESTS
- KEEP MEMBERS INFORMED

BE COURTEOUS TO YOUR MEMBERS. USE APPROPRIATE AND POLITE EXPRESSIONS IN CONDUCTING A CLUB MEETING.

- PLAN TO HAVE YOUR CLUB AGM BEFORE THE DISTRICT AGM. FOLLOW YOUR CLUB BYE LAWS. SOME IN SEPTEMBER, SOME IN FEBRUARY.
- ENCOURAGE YOUR VICE PRESIDENT TO MOVE UP TO PRESIDENT. ASSURE HER OF YOUR SUPPORT AND WALK THE TALK.
- ENSURE SECRETARY SENDS OUT NOTICE OF CLUB MEETING AND AGM 10 TO 14 DAYS IN ADVANCE

- ENSURE TREASURER PREPARES ACCOUNTS TO BE PRESENTED AT AGM
- INTRODUCE NEW MEMBERS TO THE CLUB
- BE A SIGNATORY TO THE CLUB ACCOUNTS
- ATTEND TO CORRESPONDENCE PROMPTLY
- ENSURE CLUB REPORTS ARE SUBMITTED ON TIME

YOU REPORT TO DISTRICT CHAIRMAN

VICE PRESIDENT

- TO UNDERSTUDY THE PRESIDENT
- TO DEPUTISE FOR THE PRESIDENT WHEN THE NEED ARISES

HON. SECRETARY

- PREPARE AGENDA AND MINUTES OF PREVIOUS MEETING
- TO RECORD MINUTES OF MEETING
- PREPARE LETTER TO BANK TO CHANGE SIGNATORIES
- ATTEND TO CORRESPONDENCE PROMPTLY
- TO INFORM DISTRICT SECRETARY OF THE NEWLY ELECTED EXECUTIVE COMMITTEE
- ONCE WHEN YOU TAKE OVER IN JULY/AUGUST AND ONCE AFTER YOUR CLUB AGM IN FEBRUARY/MARCH
- FILE ALL DOCUMENTS AND RECORDS FOR EASY REFERENCE
- PREPARE AND SEND CLUB REPORT FOR DISTRICT AGM
- ROS SUBMISSIONS

YOU REPORT TO DISTRICT SECRETARY

HON. TREASURER

- CHANGE SIGNATORIES IN BANK
- BE THE CUSTODIAN OF CLUB FUNDS
- COLLECT ANNUAL SUBSCRIPTION FEES
- PAY CAPITATION FEES TO THE DISTRICT
- ISSUE RECEIPTS FOR ALL MONIES RECEIVED. PRINT YOUR OWN CLUB RECEIPT BOOKS
- MAINTAIN CHARITY ACCOUNT AND ADMIN ACCOUNT
- ACCOUNTS TO BE PRESENTED AT ALL MONTHLY MEETINGS

- PLAN BUDGET FOR ANY CLUB PROJECTS

YOU REPORT TO DISTRICT TREASURER

CLUB CORRESPONDENT

- RECORD OF CLUB ACTIVITIES
- WORK WITH DISTRICT EDITOR
- SUBMIT NEWS OF YOUR CLUB ACTIVITIES WITH PHOTOS AND CAPTIONS
- SEND GREETINGS/ CONGRATULATIONS AND CONDOLENCES
- MAINTAIN CORRESPONDENCE WITH OTHER CLUBS IN THE DISTRICT

YOU REPORT TO DISTRICT EDITOR

INTERNATIONAL SERVICE ORGANISER

- COMMUNICATE WITH FOREIGN CLUBS
- CONTINUE CORRESPONDENCE IF YOUR CLUB HAS ALREADY DONE SO IN THE PAST
- OR FORM NEW CLUB FRIENDS IN OVERSEAS COUNTRIES
- SUBMIT YOUR REPORT TO DISTRICT ISO

YOU REPORT TO DISTRICT ISO

DUTIES AND RESPONSIBILITIES OF CLUB MEMBERS

- ATTEND MEETINGS
- PARTICIPATE IN CLUB ACTIVITIES
- ATTEND DISTRICT AGM
- UPDATE YOURSELF ON DISTRICT MATTERS AT www.innerwheel330.org.my
- UPDATE YOURSELF ON INTERNATIONAL INNER WHEEL AT www.internationalinnerwheel.org
- INTRODUCE INNER WHEEL TO YOUR FRIENDS
- VOLUNTEER YOURSELF TO BECOME CLUB OFFICERS
- AND LATER TO BE DISTRICT OFFICERS

ENJOY INNERWHEEL