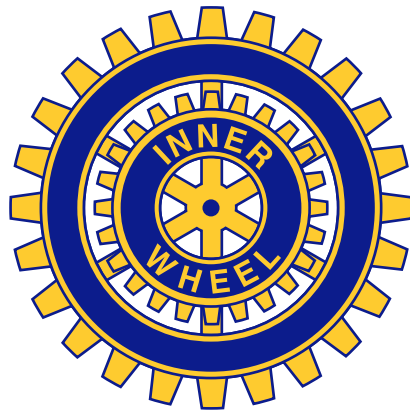


# **INNER WHEEL DISTRICT 330**



## **CLUB GUIDELINES FOR EXECUTIVE COMMITTEE POSITIONS**

MARCH 2008

# CONTENTS

	<b>page</b>
<b>Foreword</b>	3
<b>Introduction</b>	4
<b>Guidelines</b>	
1 Guidelines for Club President	5
Handover Checklist for Club President	9
2 Guidelines for Club Vice-President	10
3 Guidelines for Club Secretary	11
Handover Checklist for Club Secretary	14
4 Guidelines for Club Treasurer	15
Handover Checklist for Club Treasurer	18
5 Guidelines for Club International Service Organiser	19
Handover Checklist for Club ISO	20
6 Guidelines for Club Correspondent	21
Handover Checklist for Club Correspondent	23
7 Guidelines for Club Delegate	24
8 Contributors	26

## ***FOREWORD***

Prior to the publication of this handbook, a number of members had voiced that we needed a training secession to prevent irregular practices that had crept into our organisation. With this in mind, I had a meeting with IIW Board Members, To' Puan Lam Leepin, Datin Joan Salleh and IIW Board Director Jessie Wang . Before embarking on a training secession, we had to have a standard procedure (guidelines) at Club and District level incorporating new practices. Most Clubs had lost or misplaced guidelines that were given to them. As a result we roped in a small group of members whom we were confident would be committed to do a job. This small group of dedicated members volunteered to spend many hours writing documents and discussing the key qualifications and duties of each posts at club and district level. In so doing each of them incorporated their own personal experience, new materials and updates to reflect amendments in the International Inner Wheel & District Constitution.

This handbook represents the first of two of handbooks. This handbook contains information relating to the responsibilities of the Executive Committee at Club level. 2 handbooks will be given to each club for reference and copies are to be made by Presidents.

The second handbook will be published at a later date and will deal mainly with issues relating to the Executive Committee at the District level.

We hope that you will find it an easy reference. It will serve as an invaluable guide to members who are present post holders and those who are incoming post holders. Each position is written in an easy check list format with suggested timetable of activities and relevant datelines.

To the members of the sub-committee, I thank you for your time, patience and fellowship for making this a worthwhile endeavour which I am sure will be an invaluable source of reference for all club members.

Yours in Inner Wheel Friendship,

*Joy Sundram*

## ***INTRODUCTION***

This manual is formatted to enable individual pages to be photocopied and handed to appropriate Committee Members at the beginning of their term of office. There is a 'Guideline' for each Executive Committee position, each providing a table of relevant duties and responsibilities with key times indicated. Attached to each 'Guideline' is a Checklist of items which must be returned to the Club at the end of the year of office. The Checklist page is designed to serve as an official record for the Club. There is also a 'Guideline' given for the post of Club delegate as it felt that this post also requires defining.

This manual is intended to serve several purposes:

- **To help and inform Club members concerned with Club administration;**
- **To inform new and current Club Executive Committee members of the scope of their responsibilities;**
- **To enable Club Presidents to supervise the management of their teams;**
- **To provide Exco members with an overview of the timing of administrative tasks;**
- **To provide checklists of required tasks and materials to facilitate handover of Committee positions;**
- **To be used for the training of new Committee members;**
- **To enable members contemplating standing for election to a position, to see exactly what will be required from them during their year of office;**

Ideally District 330 would like to facilitate regular training and support for Club Executive Committees but this is unfortunately not economically feasible. It is hoped that this manual will provide a helpful alternative.

It is intended that there will be subsequent manuals available in 2008-09 which will cover District Executive Responsibilities and Club Management strategies.

## GUIDELINES FOR CLUB PRESIDENT

### QUALIFICATIONS

Member must have served on the Executive Committee for at least one year at the date of taking office.

Post Is nominated and elected for 1 year but a further year may be allowed by the International Inner Wheel in special circumstances. (Permission to be requested through the District Committee.)

In the event of a vacancy, the Vice President shall succeed.

<b>A.</b>	<b>RESPONSIBILITIES</b>	<i>REMARKS</i>
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>	<p>The President shall preside at all meetings of the club.</p> <p>As Chief Executive Officer, supervise the work and activities of the club.</p> <p>Commitment of personal time to attend all Club, District as well as International Inner Wheel functions and events. Must also support and attend club projects, other clubs' installation or charter nights.</p> <p>The President shall represent the club by attending all Inner Wheel Club functions and by wearing the Inner Wheel chain of office and badge.</p> <p>Preferably a delegate to the District AGM.</p>	
<b>B</b>	<b>GETTING READY FOR OFFICE</b>	
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	<p>Knowledge of club rules is important – reference to be made to Club Bye-Laws and IIW Constitution Handbook</p> <p>As Chief Executive Officer, the President must be familiar with the duties and functions of the Executive Officers in order to supervise and guide them effectively.</p> <p>Plan and prepare for:</p> <ol style="list-style-type: none"> <li>a. The nomination and election of the Executive Committee members and appointment of Honorary Members.</li> <li>b. Fund Raising programme and Installation event.</li> </ol>	

<p>3.</p> <p>4.</p>	<p>c. Projects for the year, to be in line with the theme of IIW.  d. Festive fellowships and other club activities for the year.  e. Financial Budget and allocation for projects (in consultation with the Hon. Treasurer.)  f. Schedule of meetings and projects, and persons-in-charge.</p> <p>To hold a meeting with the Incoming Committee before taking office on the plans and programme for the year, ie the aims and objectives and the projects and other activities planned for the year.  To solicit for suggestions and consult for ideas.</p>	
<p><b>C</b></p>	<p style="text-align: center;"><b>MEETINGS</b></p>	
<p>1.</p> <p>2</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p>	<p>Plan the agenda of monthly General/Committee meetings in consultation with the secretary.  Confirm speaker/special guests, induction of new members and arrangement for gifts/tokens.</p> <p>All club business should be transacted with regularity.</p> <p>Ensure that International Inner Wheel and District matters be summarized and explained at Club meetings.</p> <p>Should a discussion arise the President must maintain an IMPARTIAL attitude and be sure that all decisions reflects the wishes of the majority of the members.</p> <p>The decision of the President regarding the order and conduct of the meeting shall at all times be final. In the event of votes being equal, the President shall have the second and casting vote.</p> <p>Conduct all official club business before arrival of guest speaker. A member should be appointed to take care of guest speaker.</p> <p><u>Committee Meetings:</u></p> <p>a. To conduct regular committee meetings to discuss matters and recommend for decision by members at the General Meeting.  b. Assign and brief Committee Members on their duties and responsibilities.  c. Assign Committee Members to remind members of impending meeting and other events.  d. Ensure that all datelines for submissions to District and IIW are met.</p> <p><u>Annual General Meetings:</u></p> <p>a. Ensure that Hon. Secretary send out Notice of Meeting and</p>	<p>At least a week before meeting</p>

	<p>audited Financial Accounts on time, ie 14 days notice.</p> <p>b. Ensure that Interim Financial statements, President’s Report and Hon.Secretary’s Report are sent on time.</p> <p>c. Ensure that the quorum of meeting is met.</p> <p>d. Follow the AGM Agenda and Election procedure.</p> <p>Note: After the AGM and completion of election of new office bearers, the required filing with the Registrar of Societies is complied within the stipulated time.</p> <p>9. In the interest of continuous and smooth administration, to hold an incoming and outgoing committee meeting. To ensure that all relevant files and items are handed over and that the checklists are completed.</p> <p>10. Review all minutes recorded by the Hon. Secretary.</p>	
<b>D</b>	<b>MEMBERSHIP</b>	
1	The President or a representative should contact a potential new member and extend an invitation to attend a club meeting as a guest.	
2.	Welcoming of New Members – see IIW Handbook on welcoming of New Members.	
<b>E</b>	<b>ADMINISTRATION</b>	
1.	Attend to general correspondence.	
2.	To work closely with the Hon. Treasurer on the Club funding and accounts.	
3.	To be a joint signatory to the Club’s bank accounts.	
<b>F</b>	<b>DISTRICT &amp; INTERNATIONAL MATTERS</b>	
1.	The President may correspond directly to IIW, however a copy of all correspondence is to be sent to the National Representative and District Chairman/District Secretary.	
2.	Ensure the timely submission of:	As advised by Dist.

3.	<ul style="list-style-type: none"> <li>a. Club Report for District AGM;</li> <li>b. Nomination and voting papers for District Executive Committee;</li> <li>c. Nomination and voting papers for International Inner Wheel Governing Body.</li> <li>d. Club Resolutions – properly signed by the proposers and seconders.</li> </ul> <p>Circulate copies of Minutes of IIW Board meetings/District meetings to delegates, advisors or other relevant persons.</p>	Sec.
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## HANDOVER CHECKLIST FOR CLUB PRESIDENT

**Outgoing President**

**Name:**

**Year:**

**Incoming President**

**Name:**

**Year:**

	ITEMS AND DETAILS	TICK	REMARKS
1	President's Jewels/Claarette		
2	President's badge		
3	Club Banners ( state number of pieces)		
4	Club Bannerettes ( state number of pieces)		
5	Club Bell		
6	President's Files		

**Handed over by:**

**Name:**

**Signature:**

**Date:**

**Handed Over to:**

**Name:**

**Signature:**

**Date:**

Distribution:

- Secretary
- In-coming President

- Out-going President

## **GUIDELINES FOR CLUB VICE-PRESIDENT**

### **QUALIFICATIONS**

Member must have served on the Club Executive Committee for at least one year at the date of taking office. The post is nominated and elected annually and a member may not serve for more than 2 consecutive years.

		Dates/frequency
	<b>DUTIES</b>	
1	To deputise for the President when necessary.	
2	To contribute and support the activities and programmes of the club as a member of the Club Executive Committee.	
3	To succeed should the President's position be vacant the following year.	
4	To be prepared to be nominated for the President's position in the following year.	



3.	Attend to correspondences on membership (eg transfer, letter of introduction etc)	Ongoing
<b>D</b>	<b>ADMINISTRATION</b>	
1	Attend to general correspondence	Ongoing
2.	Ensure proper filing of all documents and records	Ongoing
3.	One of three signatories to bank accounts - advise bank on change of signatories, together with certified copy of minutes of AGM appointing the signatories.	ASAP after club's financial year (in July)
<b>E</b>	<b>REGULATORY</b>	
1.	Filing with Registrar of Societies - Filing of newly elected Executive Committee members	Within stipulated datelines of ROS
2.	Filing of changes in Bye Laws and other changes etc. Note: Changes in Bye Laws must be approved by a majority at AGM/EGM (depending on club Bye Laws)	Within stipulated datelines of ROS
<b>F</b>	<b>DISTRICT &amp; INTERNATIONAL MATTERS</b>	
1.	Prepare and send Club Report for District AGM	As advised by Dist. Sec.
2.	Prepare and send nomination and voting papers for District Executive Committee.	As advised by Dist. Sec.
3.	Prepare and send nomination and voting papers for International Inner Wheel Governing Body.	As advised by Int. Inner Wheel
4.	Prepare and send resolutions/motions to District. Ensure that all papers are properly signed by the proposers and seconders. Note: Proposer and person who seconds the resolution must not be from the same club. All papers must be properly filed for record.	As advised by Dist.Sec.
5.	Advise International Inner Wheel of contact details of Incoming Hon.Secretary.	March or not later than Dist.AGM or as

		advised by Dist.Sec.
<b>G</b>	<b>OTHER DUTIES</b>	
1.	Circulate copies of Minutes of IIW Board meetings/District meetings to delegates, advisors or other relevant persons.	Ongoing.
2.	Place order for copies of IIW Directories (one copy for use by ISO)	July yearly
3	Collate signed copies of checklists of Handing Over of Outgoing/Incoming Committee members	June/July
4.	Ensure guidelines & other necessary files etc are passed on to the successor at the end of term. Complete the Checklist.	Upon handing over.

## HANDOVER CHECKLIST FOR CLUB SECRETARY

Outgoing Club Secretary

Name:

Year:

Incoming Club secretary

Name:

Year:

No.	Items and details	Tick	Remarks
1	All files of original copies of Minutes of Club Meetings		
2	Registrar of Societies File		
3	Club Bye-Laws		
4	Club Membership records & File		

Handed Over By:

Name:

Signature

Date:

Received by:

Name:

Signature:

Date:

Distribution:

- Secretary for file
- In-coming Secretary
- Out-going Secretary

## GUIDELINES FOR CLUB TREASURER

### QUALIFICATIONS

The Treasurer shall be nominated and elected for one (1) year and shall be eligible for re-election annually for a maximum period of three (3) consecutive years.

<b>B</b>	<b>Duties</b>	
1	Be the custodian of funds in the club.	
2	Collect annual subscription fees which are due on the 1 July from members	End of August
3	Pay capitation fees to the District Treasurer before the stipulated deadline. (Capitation fee for each member is determined from time to time at the Convention)	Pay 15 September
4	Keep two (2) sets of accounts	
<b>A</b>	<b>Administration</b>	Deadline
	Financial year from 1 July – 30 June	
1	Advise bank on changes of authorized signatories: the President, Secretary and Treasurer. Produce certified minutes of the AGM and Club's rubber stamp to the bank.	
2	All payments from the club funds should be made by cheques signed by any two (2) of the following officers: i.e. President, Secretary or Treasurer. Payments are also to be accompanied by payment vouchers duly authorized and acknowledged by the recipient.	
a	<b>General Account</b> Pertaining to administrative expenses, postage, gifts tokens and directories. Subscription fees from members are to be deposited into this account as well as paying out capitation fees to the District Treasurer.	
b	<b>Charity Account</b> Funds received into this account are from any fund raising projects, donations from the public and from club installations dinners.	

5	<p>Statements from these 2 accounts to be obtained from appointed bank.</p> <p>Detailed expenses and income of the account for each month to be reported at the monthly meeting. Report to be adopted by the members.</p> <p><i>See Appendix 1</i> <i>See Appendix 2</i></p>	
6	<p>All monies received are to be deposited into the respective accounts and receipts are to be issued for all monies received. Bank-in slips of these payments are to be filed accordingly. Photostat bank-in slips for recording.</p>	
7	<p>Annual General Meeting – accounts are to be audited by either internal or external auditors appointed by the club.</p> <p>Copies of the audited accounts are to be sent to all members 14 days prior to the AGM. Audited accounts to be submitted to the Registrar of Societies by the Club Secretary within stipulated deadline of ROS.</p>	<p>Meeting to be held not later than 31 March</p>
8	<p>Half-yearly statements of account from July to December to be presented as Treasurer’s Report at the AGM</p>	
9	<p>Maintain up-to-date stock records such as club badges, constitution books and bars.</p>	



## APPENDIX 1

### TREASURER'S REPORT AS AT 11 MARCH 2006

#### GENERAL ACCOUNT

Balance b/f	RM	3,014.08
Less:		
1. Deposit for Installation Dinner		2,000.00
2. Payment for badges		970.45
	RM	43.63
Add:		
1. Amount received from adverts / donations		1,900.00
Balance carried forward as at 11 March 2006	RM	1,943.63

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## APPENDIX 2

#### CHARITY ACCOUNT

Balance b/f	RM	15,689.24
Less:		
1. Rumah Soleha-quarterly donation		500.00
2. Chinese New Year Cheer		500.00
3. Vasthala – sponsorship		300.00
4. Bank service charge		10.00
5. P.J. Caring Home – Diapers (Feb/Mar)		240.00
6. Renu – for library project		300.00
Balance carried forward as at 11/3/2006	RM	13,839.24

## HANDOVER CHECKLIST FOR CLUB TREASURER

*Handing over to the next Club Treasurer*

**Out-going Treasurer**

**In-Coming Treasurer**

Name:

Name:

Year:

Year:

	Items and Details	Tick	Remarks
1	Guidelines Manual		
2	Bars / Badges		
3	Badge of Club Treasurer		
4	Constitution Books		

**Handed over by:**

**Received by:**

Name:

Name:

Signature:

Signature:

Date:

Date:

Distribution:

- Secretary
- In-coming Treasurer
- Out-going Treasurer

# GUIDELINES FOR CLUB INTERNATIONAL SERVICE ORGANIZER

## QUALIFICATIONS

Shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum of three consecutive years.

	<b>DUTIES</b>	Deadline
	The ISO should initiate an active correspondence with clubs on an international level.	
	To liaise with Club Secretary for a copy of the International Inner Wheel Directory	(Available from International Inner Wheel Head Office from July)
	Most likely, your club is already communicating with some clubs in other Districts. If that is the case, just continue the correspondence.	
	In your correspondence, give information concerning your club. Examples :where and when you meet (in case they want to visit); activities such as fellowship and projects. Extend an invitation to the club members: if they are visiting your country, to inform you and to meet your members.	
	If visitors are coming to your Club, inform the District ISO (if feasible) so that she may also meet them.	
	<b>ADMINISTRATION</b>	
	Twice a year, submit a report to the District ISO. In your report, inform her of the clubs you are corresponding with and any interesting news from the clubs.	January June
	In January, submit your first report . She requires this information for the District Report. In June, submit the second report so that she may pass on the information to her successor.	
	Club members may request ISO for club bannerettes when visiting overseas clubs. A report on the visit is appreciated for club information.	

## HANDOVER CHECKLIST FOR INTERNATIONAL SERVICE ORGANISER

Handing over to the next Club International Service Organizer

**Out-Going ISO**

**Incoming ISO**

Name :

Name

Year :

Year :

No.	Items and Details	Please Tick	Remarks (if any)
1.	Guidelines Manual		
2	Files of correspondence with other clubs in other Districts.		
3	Club International Organizer's bar.		
4	Stock of club bannerettes.		
5	Bannerettes from other clubs		

Handed Over By :

Received By :

Name:

Name:

Signature :

Signature:

Date :

Date:

Distribution:

- Secretary
- In-coming ISO

- Out-going ISO

## GUIDELINES FOR CLUB CORRESPONDENT

### QUALIFICATIONS

Must be a full Club member. CC shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum period of three consecutive years.

	<b>DUTIES</b>	Deadline
1	The Club Correspondent is responsible for collecting items of news concerning the club	
2	A Club Correspondent should work closely with the District editor to provide material for the Newslink and the District website.	District Editor will write to you at the beginning of the Inner Wheel Year, Introducing herself and sending the deadlines for you to submit your report to her.
3	Know the names and contacts of all the club correspondents in District 330. Maintain correspondence with them.	
4	Keep track of and record all club activities and projects. Take photographs whenever possible of all activities. Compile an album or CD of all the photographs taken during your term of office	
5	Send greeting /congratulatory/ condolences cards to President and members of your own club as well as to the other clubs in District 330.	
	<b>ADMINISTRATION</b>	
1	Keep key dates in a prominent place. Give yourself ample time to get your news to the District Editor on or before the deadline.	September & May for NEWSLINK. August & January for Website
2	Condense your news. This has a two fold purpose. You do not waste time writing large amounts of unnecessary content. Your District Editor has less to edit.	
3	Be selective in what you send to the Editor. Your content should include:	

	<p>Club projects, fund raising, guest speakers, club fellowship, new members, deaths, births.  Do not mention specific sums of money raised or given. Do not include minutes of your meetings these are for members of your club only  The above points also apply to the District website.</p>	
4	<p>IIW Magazine.  If you wish any item of interest to be submitted to the International Editor for possible inclusion into the IIW Magazine, you should send a copy to the District Editor.</p>	June - August
5	<p>At the end of your term prepare a check-list of things that are to be handed over to the next club correspondent. Please ensure you pass the guidelines, file, and record of activities to your successor at the end of your term.</p>	

## HANDOVER CHECK LIST FOR CLUB CORRESPONDENT

**Out-Going Club Correspondent**

**Incoming Club Correspondent**

**Name :**

**Name :**

**Year :**

**Year :**

No	Items and Details	Please tick	Remarks ( if any )
1.	Guidelines		
2.	Files of correspondence with other clubs in District 330		
3.	Record of activities for the past one Year eg. A write-up of all activities, including albums and CDs with pictures taken.		
4.	Bar of Club Correspondent		

**Handed over by**

**Received by**

**Name :**

**Name :**

**Signature:**

**Signature:**

**Date :**

**Date :**

Distribution:





<b>C</b>	<b>ADMINISTRATION</b>	
1.	A file should be kept & divided into three sections: a. District b. IIW c. General Correspondence/Information	Ongoing
2.	Reports to your Club General Meetings should be made under the appropriate item on the Agenda. If you happen to be an Officer of the Club, ie President, Secretary etc., as well as the Club Delegate, you should still separate Reports according to the Agenda as this will give equal importance to your dual role and a clearer picture to members on important matters.	
3.	When you are not sure, or know, that you are unable to attend a Club General Meeting, you should pass any new information that you have received to the Deputy Delegate/Club President so that she will be able to give a Report. This will ensure that the Club is kept up to date on important matters/deadlines and also give the Deputy some experience on the role of a Club Delegate.	
4.	At the end of your term of office you should pass ALL FILES to your successor, together with any observations that you have noted that you think would be helpful in making her term run more smoothly.  Any particular information that you have received and would like to keep could be photocopied and retained by you.	
<b>D</b>	<b>OTHERS</b>	
1	Expenses for traveling in the most economical manner for Two/Three (2/3) Delegates to attend the District Annual General Meeting will be paid in Malaysian Ringgit, from the District "Fares Pool"	
2.	All claims must be supported by relevant documentation and only Delegates who attend the full Business Sessions will be reimbursed.	

## CONTRIBUTORS

The following members of District 330 contributed to the writing of this document and of its sequel Guidelines for District Officer Posts.

Chairman of Sub-Committee

- District Chairman Joy Sundram

Secretary

- PP. Datin Seetha Lakshmi

Advisors

- PIIW Rep To' Puan Lam Leepin
- PIIWBD Jessie Wang

Committee Members –

PIIWBM Datin Joan Salleh

- PP Jangir Sagoo
- PP Datin Uma Rani
- PP.Dr. Joanna Sie
- Dr Christine Mosley
- Linda Lim
- Monica Chong
- Tan Chiew Hing