**NEW MEMBER GUIDE**

**Welcome!**

We are glad you joined us! Rotary is an amazing organization and our club is a fantastic place to be a Rotarian! In the following pages, we have provided information that will help you to learn more about Rotary and our club. Read at your leisure, or turn to this guide when you have a question-lots of answers are provided.

**Some Rotary Basics**

There is an excellent new member resource page on My Rotary: [https://my.rotary.org/en/learning-reference/learn-role/new-member](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.rotary.org%2Fen%2Flearning-reference%2Flearn-role%2Fnew-member&data=02%7C01%7C%7C048e8830dc8c499f71fb08d6cf65354f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636924430932575011&sdata=Unmm2Q3%2FQTkmNNXDunUuzcZe8qFhQINv9XYSXc8jjxc%3D&reserved=0) This covers the material in your induction kit and provides additional information about Rotary. Read at your leisure, as it is very comprehensive.

Rotary pin tells the world that you are a Rotarian; wear it with pride! It symbolises good business ethics and a commitment to service.

Anywhere you travel, if you see a Rotary pin you have a friend. It unlocks many doors.

**Meeting Fun!**

Our regular meeting time is – *6.30 PM MONDAY at WELLINGTON ROOM, WREST POINT*

From 6.00PM onwards social time & opportunity to mix with club members

Meeting starts 6.30 and concludes at around 7.30pm. This is the time we go over upcoming events, and talk about, service projects, fundraising and touch base with our club activities.

Usually at 7.00pm the invited program/speaker, commences.

Peter Brownrigg, our Program Coordinator does a great job of finding a wide variety of speakers and we always learn something new.

**Getting Involved**

Jump in! The sooner you get involved, the more you will love Rotary.

One of the urgent items to be attended to is an Application for Working with Children.

Your mentor will assist you with this process.

You will automatically be enrolled in the New Member Committee for your first year as a Rotarian (more later).

In addition, you will have the opportunity to join another committee (more later).

**Your Mentor**

When you join, you will be assigned a Mentor. This person helps you to learn about Rotary and is available when you have questions.

They will take you out for coffee and usually take you to another club to visit.

Generally they have been in Rotary for a few years and be a good guide for you.

**New Member Process**

There are several tasks or activities you should undertake to understand Roary as a new member. This process can take anywhere from 3 months to 1 year - ideally about 6-9 months.

**New Member Requirements\***

• Attend to (Front Desk), Duty Rotarian and Chairperson. These duties outlined later.

• Attend a board meeting

• Make an Application to Work with Vulnerable People card as a matter of urgency.

• Attend New Member meetings.

• Attend a meeting with another club. Not necessary in first six months.

• Join a committee.

• Participate in a club project.

• Give a classification/vocational talk.” Person Behind the Badge”

• Bring a guest to a club meeting.

*\*Your mentor can explain each of these in more detail.*

**Attendance**

There is no attendance requirement to be a Rotarian. We hope that you want to attend meetings, projects, and socials, but sometimes you can’t, and that’s fine, but if possible please let Richard Metcalf Director of Administration by emailing him on modesto@westnet.com.au beforehand as this assists catering purposes.

If you can’t be at our club due to travel, consider visiting another Rotary club. It’s fun to see different clubs, especially if you have a chance to visit one in another country! The great thing is, you are automatically welcome because you are a Rotarian. We prefer you to regularly attend meetings, and hope that you want to, but sometimes you can’t, and that’s okay.

**Working with Vulnerable People Card**

As part of our Rotary District obligations, members who are actively involved in youth projects, should hold a Working With Vulnerable People (WWVP) card.  To simplify matters in our club we try to have all members holding a WWVP card.  To get one, members need to go the Tasmanian Government website below and apply.  There is a small cost and this will be reimbursed by our club.

The website link is

<https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply>

When you receive your card, can you please advise the Club Protection Officer the following:

* Name on the Card
* Card Number
* Card Expiry date

You may already have a WWVP card.  If so, can you please advise the Club Protection Officer the name on the card, the card number and card expiry date.

**Projects**

There are many opportunities for hands-on projects. Best to talk to your Program Director. A good idea is to ask for the Club’s annual report from the previous year.

**Fellowship (also called FUN!)**

Our club loves to have fun, you can see it at our weekly meetings and with all the outside activities we plan.

**Involving Your Family**

• Your family members are always welcome to join us at a meeting.

• We love to have spouses/partners attend

• Some meetings and activities are great for kids too,

**Rotary’s Motto**

**“SERVICE ABOVE SELF”**

This is representative of what Rotary is about and the mindset of Rotarians.

**The Four Way Test**

• Is it the truth?

• Is it fair to all concerned?

• Will it build goodwill and better friendships?

• Will it be beneficial to all concerned?

Rotarians apply the Four Way Test in all the things we think, say and do.

**Rotary’s Six Areas of Focus**

Rotary has six areas of focus (categories) that the good work we do falls into:

• Peace through conflict prevention and resolution

• Disease prevention and treatment

• Water and sanitation

• Maternal and child health

• Basic education and literacy

• Economic and community development

**Early Rotary History**

• Founded February 23, 1905 by Paul Harris

• Chicago was the first club, created for men who had good business ethics (not common in Chicago at the time).

• It was a networking group that emphasized fellowship.

• Everyone was called by their first name

• It was a men’s club at the time, that changed, but not until 1987!

**The Rotary Foundation**

• This is a BIG topic! For now, here are the basics…

• The Rotary Foundation is supported by Rotarians around the world.

•Every year clubs put money in, it is invested and earns interest for three years, and then it comes back to the clubs for projects through district grants and global grants.

**Paul Harris Fellow**

• Paul Harris Fellow Awards can be awarded to Rotarians who provide outstanding service over many years.

•Alternatively, if you give $1000 (USA) to The Rotary Foundation, you become a Paul Harris Fellow.

**Rotary Club of Sandy Bay**

• Founded in 1965 by local business, professional and community leaders.

• Our membership is usually between \_37-40. At the moment we have 46 members.

• We are known as “a fun club” and that can be seen and felt at weekly meetings and our

fellowship events.

Our Mission and Vision

Our Mission:

The Rotary Club of \_Sandy Bay changes lives in our local and world communities through service and financial support.

Our Vision: To cultivate a dynamic membership that enhances our values to serve our local and world communities, providing positive and lasting change.

Our Value Statement

The Rotary Club of \_Sandy Bay

• Is an inclusive, fun-loving, caring group who come together to share a common sense of service to others

• To positively impact lives in our community, and in communities around the world

Club Projects

• Our club is proud to work locally and internationally

• The money we raise is given back to the community both locally and internationally

• Go to myrotary.org. to learn about the organizations/projects we support

• We also donate our time and talent for hands-on projects

Club Fundraising and Participation

• As a club member there is an expectation you will help in fundraising efforts.

• There are many ways to contribute your time, talent and treasure

• Recruit people to participate in events

• Get sponsors for either event

• Serve on a fundraising project committee

• Assist with marketing, get the word out

• Participate yourself

**The End of the Beginning**

• This is by no means a complete look at Rotary or our Rotary Club, but the start of a

wonderful journey for you. Never hesitate to ask questions.

• Remember, the more you put in, the more you get out!

• Rotary comes down to three things… Relationships and Experiences and having fun.

**SAMPLE OF SANDY BAY ROTARY CLUB DUTIES**

**Front Desk**

**Before meeting**

|  |  |
| --- | --- |
| 6.00 | Arrive and set-up registration tableThe following are found in the grey cabinet on top or second shelf* Cash Tray
* Raffle tickets
* Container for raffle ticket stubs – white basket
* Container for takings from drink sales – blue plastic
* Name Badge holder – on top of cabinet
* EFTPPOS machine – plug into power-point – powerup and enter code

Collect payments and record on attendance sheet* Cash
* EFTPOS

Issue raffle tickets |
| 6.29 | Hand President’s sheet (guests, apologies etc.) to Club President |

**During meeting**

|  |  |
| --- | --- |
| By 7.25 | Reconcile payments received with attendance sheet, then pass sheet and payments to TreasurerPrepare raffle tickets for draw and place on front table |

7.30 At conclusion of meeting

* Shut down EPTPOS machine and place in cabinet
* Discard any leftover Bulletins
* Assist Duty Rotarian with packing away items and materials

**Chairperson**

**Before meeting**

|  |  |
| --- | --- |
| 6.00-25 | Make acquaintance with Guest Speaker/sEnquire regarding background to facilitate introduction later in meeting |

**During meeting**

|  |  |
| --- | --- |
| 6.30 | Sit between Guest Speaker and Club Secretary at front table |
|  |  |
|  |  |
| 7.10 | Introduce Guest Speaker and invite them to address the Club |
| 7.25 | Manage conclusion of Guest Speaker’s presentation and invite questions from the floor |
| 7.28 | Thank the Guest Speaker and invite Club President to close the meeting |

**Duty Rotarian**

**Before meeting**

|  |  |
| --- | --- |
| 6.00 | Arrive and set-up meeting room* Put RCSB sign outside door
* Set-up front table –
	+ Bell and mallet
	+ fines box,
	+ bottle of wine ( from grey cupboard (bottom shelf)
	+ President’s Chain
	+ guest book – place at front desk
* Assist setting up registration entry table – float, raffle tickets, badge box. – with Duty Rotarian
* Put up ‘Fun, Fellowship & Community Service ’ pull-up banner
 |
| 6.05-30 | Act as ‘Greeter’ handing out badges |

**During meeting**

|  |  |
| --- | --- |
| 6.31 | Deliver thanks and toast |
| 6.55-7.05 | Act as ‘Corporal’ collecting fines for Sergeant |

**After meeting**

|  |  |
| --- | --- |
| 7.30 | Collect badges and return to badge boxCollect drinks money and give to TreasurerCollect and pack away club paraphernalia – (in /on grey cabinet) –* Banner
* Cash box
* Cash tray
* Drinks and raffle containers
* Bell and mallet
* Presidents Chain
* Badge box
* RCSB Direction sign
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