



Rotary Club of Rotorua

Operating Manual

November 2012



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1 Foreword by the Compilers

The purpose of this Operating Manual for the Rotary Club of Rotorua is to set out guidelines of best practice for the assistance of those many members of the Rotary Club of Rotorua who will be asked to take on various tasks or perform in a new or unfamiliar role for the first time. We would hope that reference to this Operating Manual will save members from having to reinvent the wheel.

We want to emphasise that these are guidelines only, based on the experience of previous holders of the various positions in the Club. The guidelines are not mandatory and the leadership of the Club comprising the President and the Board of Directors is paramount at all times.

We acknowledge the forethought of Past President Bob Allison in initiating this project, and the considerable assistance that we have had from a wide range of members of the Rotary Club who shared their first-hand experience in the various roles and tasks identified in the Operating Manual.

The Manual will be updated from time to time, and we would welcome any comments and additions.

Past District Governor Bruce Scott
Past President Tony Baker
Past President Margriet Theron

Compilers of the Operating Manual



2 President

2.1 Role of the President

The role of the Club President is to lead and direct the Club during his or her term of office. The President is the Chair of the Board of Directors.

2.2 Responsibilities

The principal responsibility of the Club President is to lead the governance of the Club in accordance with the Constitution and By-Laws of:

1. Rotary International
2. Rotary District 9930
3. The Rotary Club of Rotorua
4. The Rotary Club of Rotorua Charitable Trust.

2.3 Training for the role of President

While the Club President has some discretion in how he or she leads the Club during their year in office, training and advice about recommended best practice in all the duties and responsibilities of the President of a Rotary Club are provided by:

1. A Presidents-Elect Training Seminar organised by the District
2. The Rotary International President's Manual which is issued to Presidents-Elect and which is also available on-line on the Rotary International website
3. The Multi-District South Pacific Presidents-Elect Training Seminar
4. District Assembly
5. Specific training provided by the District Governor for Presidents-Elect and Presidents.

It is strongly recommended that Presidents-Elect and Presidents make full use of these training opportunities.

2.4 Succession planning

The President of the Club ensures that the Club's process for succession planning is followed. Traditionally, the Club has identified and prepared its future Presidents in the following way:

1. By 1 November, the Directors appoint a Nominating Committee to make a recommendation about the most suitable candidate to become the future President of the Club.
2. The members of this Committee are the President, the Vice-President, the Second Vice-President, and two Past Presidents elected by the Club.
3. After the nomination has been accepted by the Board, it is put before the Club for approval.



4. The nominated member becomes the Club's Second Vice-President at the start of the following Rotary year,
5. To ensure that the Second Vice-President gains a good insight into the workings of the Club and of Rotary International, he or she is usually appointed as Community Director while serving as Second Vice-President.
6. In the following year, while serving as Vice-President of the Club, he or she is also appointed as Club Service Director.

2.5 Appointment of Directors, Club Officers and Committee members

The Club is proud of its tradition of never having had a member serve as President of the Club for more than one term or Rotary year. The Club's By-Laws set out the system whereby a member is elected as Second Vice-President, and then the following year becomes the First Vice-President, before ultimately becoming Club President.

The appointment of Club Directors, and the final decisions as to who is to serve on the various Committees of the Club, is the prerogative of the in-coming Club President, subject to the final approval by the Club at one of its weekly meetings. It is expected however that there will be consultation between the in-coming President and his/her First and Second Vice-Presidents, to ensure that there is a mix of new and experienced Directors, while giving newer members an opportunity to gain experience in the governance of the Club.

Members should annually be given the opportunity to nominate any particular Committee they wish to serve on or possibly nominate one on which they do not wish to serve.

Continuity of experience on Committees is an important factor, and in the interests of a particular project it may be necessary for a member to serve on the same Committee for more than one year. Similarly, the concept of having a member serve on a particular Committee one year with a view to becoming the Director of that same Committee the following year is worthy of consideration. Openly advising a member that he or she could serve as an understudy on a Club project or in a role with a view to having sole responsibility the following year is but one method of ensuring a smooth transition of roles and duties.

2.6 Calendar for the year

To assist the Directors and Club Officers with the management of the Rotary year, the President develops a calendar of events for the year.

The calendar includes a substantial number of projects and events undertaken by the Club each year, plus a relatively small number of new projects generated by the Committees.

Consider Rotary International's Rotary Months calendar when planning Club events for each month, including inviting appropriate guest speakers. The calendar will appear on the Club's website and will be updated at least once a month by the Club's Webmaster following the monthly Board meeting and submissions of Committee reports.



Month	Theme / Project	Committee	Action required
Any	Group Study Exchange	International	Organise programme including vocational visits and sightseeing day; find hosts; organise joint meeting with all Rotorua Rotary Clubs.
Any	Rotary Friendship Exchange	International	Organise programme including informal vocational visits and sightseeing; find hosts; organise joint meeting with all Rotorua Rotary Clubs (if there is an interest from the RFE group and the other Clubs).
Any	ShelterBox	International	Get Directors to agree that Club will fund another ShelterBox.
Any	Samoan School Project	International	Keep in touch with Samoan contact and make recommendations to the Directors.
Any	Vocational visit	Vocational	Organise a workplace visit. Consider doing this visit during October which is Rotary's Vocational Service Month.
Any	Rotahome	International	Keep in touch with Fijian contact and make recommendations to the Directors.
Any	Rural visit	Vocational	Organise a visit once per year. Decide on an area (East, West, South, or North). Find a local community organisation with whom to collaborate; make the visit a fundraising event for them.
July	S&T Forum/ Waikato Science School	Vocational	Information sent to schools from District. Follow up with personal calls and emails to the Head of Science at Rotorua Girls' High School which has been assigned to our Club for this programme.
July	International Youth Exchange	Youth	Inbound Northern Hemisphere students arrive for their 12 month exchange. Decide if our Club will send or receive a student. Find hosts for incoming students. Appoint a councillor family.
August	S&T Forum / Waikato Science School	Vocational	Applications returned to Club. Interview students.
August	Ambassadorial Scholars	International	Nominations close at District.
August	High Schools Speech Contest	Youth	Ask Immediate Past President to provide a topic. Organise and run the contest.
August	RANZSE	Youth	Nominations to District Committee.
August	S&T Forum/ Waikato Science School	Vocational	Applications to District with cheques.
August	Orange picking	Community	Organise picking with Kierin Irvine. Encourage members to buy oranges.
October	Home and Garden Show	Membership	The show is run by a commercial operator, but there is an opportunity to promote Rotary and our Club. In the past this has been done at the Autohaus stand.



Month	Theme / Project	Committee	Action required
October	RANZSE	Youth	Selection by District.
October	RYPEN	Youth	Organise nominations. Contribute to the organisation of the camp. Find three volunteer helpers
December	Swim the Lakes	Community	Assist with planning and running Swim the Lakes at Rotoiti if requested by Swim Rotorua.
December	Club AGM	President	Organise and hold the Club's and the Charitable Trust's AGMs.
December	Police Person of the Year	Vocational	Organise nominations for Police Person of the Year. Organise the award ceremony with the Police.
December	Waikato Science School	Youth	Held at Waikato University.
December	Christmas meeting	Club Service	First Vice-President to organise a special final meeting of the year.
January	Harold Holmes Award	Vocational	At the first meeting of the year, present the award. Get recipient to be the guest speaker. Invite Holmes family and Geyser Community Foundation.
January	International Youth Exchange	Youth	Outbound NZ students leave; inbound Southern Hemisphere students arrive.
January	S&T Forum	Vocational	Two weeks S&T school held in Auckland.
February	IYE	Youth	Returned IYE students speaks to the Club
March	World Water Day	Club Service	Get a speaker from Rotorua Lakes Water Quality Association.
March	S&T Schools	Club Service	Students who attended speak to the Club.
March	Waiariki Awards	Vocational	Presentation of forestry and hospitality awards. Invite supporters and lecturers.
March	Dictionaries in Schools	Community	Presentation to Year 4 at Rotorua Primary School and Seventh Day Adventist School.
March	RYLA	Vocational	Seek nominations; interview applicants.
March	Swim the Lakes	Community	Assist with planning and running the event at Lake Okataina if requested by Swim Rotorua.
March	School Leaders' Lunch	Youth	Organise event. Remember to invite School for Young Parents.
March	IYE	Youth	Applications close; interview applicants.
April	RYLA	Vocational	Held at Lake Karapiro. Organise participants to speak to Club on their return.
April	IYE	Youth	Nominations to District.
May	Circus Quirkus	Community	Organise fundraising event.
May	Rotary District Conference	President	Encourage members to attend.
May	Blood Pressure Awareness	Community	Get speaker from LDHB or Stroke Foundation. Assist with supermarket blood pressure testing campaign.
May	IYE	Youth	District Interviews.
June	Changeover Dinner	Incoming President	Organise changeover dinner.



2.7 Meetings of the Club

2.7.1 Annual General Meeting

The Annual General Meeting of the Club is held before 31 December of each year on a date fixed by the President or Board. The AGM shall transact the following business:

1. Election of Directors and Officers.
2. Consideration of Annual Financial Statements.
3. Such other Business as the President or Board puts forward.

2.7.2 Ordinary meetings

Ordinary meetings of the Club shall be held on Monday at 12.30 pm each week or such other time as is notified by the Board. Due notice of any changes in or cancelling of ordinary meetings shall be given to all members of the Club.

Except for honorary members and persons excused attendance pursuant to the Constitution, all members in good standing must be counted as present or absent at each regular meeting of the Club.

A member shall be present or credited with attendance for at least 50% of the regular meetings of the Club. One third of the membership shall constitute a quorum at the annual and regular meetings of the Club. Decisions at meetings shall be by majority vote.

2.8 Induction of new members

2.8.1 Introduction

The day that a person becomes a Rotarian marks the beginning of many years of involvement and achievement. This event warrants a memorable and meaningful induction ceremony to welcome the new member to the Club. Consider inviting the new member's partner and family to attend.

2.8.2 Recommended format

The version below has been used by the Club. Other versions can be found on the Rotary International website.

President: Fellow Rotarians it is my privilege and pleasure today to welcome and induct into the membership of our Club (First Name, Surname) who has been nominated by (First Name, Surname). The proposal has been reviewed in accordance with our Club's constitution and by-laws and I would now ask (the proposer) to bring (the nominee) forward and introduce him or her to our members.

Proposer: Fellow Rotarians it is my pleasure today to introduce to you (the nominee) as a member of our Rotary Club. (Give a brief summary of the prospective member's background, vocation and interests. The proposer then remains standing with the President in a support role).

President: We will now proceed to admit you into the membership of the Rotary Club of Rotorua and the friendship of Rotary throughout the world. It has already been explained to you that the ideal of Rotary is service. Our principal motto is Service Above Self, and the object of this Club and all Rotary Clubs is to encourage and foster this ideal as a



basis of worthy enterprise. You are to share in this effort. You have been approved for membership of this Club because we believe you to be a worthy representative of your vocation, interested in the ideals of Rotary, and willing to do your share in translating these ideals into action. You have agreed to accept the obligations of membership in this Club and obey this Club's constitution and by-laws.

Membership in Rotary is an honour and privilege, and every privilege has its corresponding obligations. One of the special obligations of membership is regular attendance at weekly meetings; it is the basic method of fulfilling the principle of fellowship as well as a way of representing your vocation.

Every member is expected to perform his or her share of Club and community service, and the Committees of the Club will afford you opportunities to serve. For the rest of this Rotary year, I would be pleased if you would serve on the (name of Committee). The Director of that Committee is (First Name, Surname). (Ask the Director to stand to be identified).

It is my privilege and honour to now induct you as a member of the Rotary Club of Rotorua. I also have pleasure in pinning on this Rotary lapel pin, the emblem of our worldwide association. Wear it always and with pride. It will serve to identify you as one of the more than 1.2 million Rotarians in the world, all joined by the common desire of making our world a better place to live in.

I now hand to you a copy of our induction booklet for new members, which serves to explain some of the history and origins of Rotary, as well as the many opportunities for service. I also hand to you your Rotary lapel pin, your luncheon badge, which serves to identify you by name to our members, and also a similar badge for your spouse/partner so that he/she can be known to the members of the Club on social occasions. Finally I hand to you the Rotorua Area Directory, which not only lists the members of this Rotary Club, but also lists the Rotarians in the other four Rotary Clubs in Rotorua and when and where they meet.

Fellow Rotarians – I present to you (First Name, Surname), our newest member, and charge you not to fail in your duty by giving your friendship, and helping to make his/her membership useful and happy.

Rotary Members: Traditionally the members of the Club stand and applaud.

President: (First Name of new member), you are now invited to speak briefly to the Club if you wish. (The new member should be briefed that this invitation will be extended to them).

New Member and Proposer: Resume their seats.

2.9 Paul Harris Fellowship (PHF) presentations

2.9.1 Introduction

The Trustees of The Rotary Foundation ask that Rotary Clubs make a tasteful presentation to prospective Paul Harris Fellows in recognition of the status and importance of the occasion. It is expected that such presentations will be made at a special event (traditionally at the Club's changeover meeting) when the Club President and/or the District Governor, a Past District Governor, or other Rotary International dignitary will make some meaningful



remarks and present the certificate, lapel pin and medallion to the recipient in an appropriate atmosphere.

2.9.2 Recommended format

President or presenting Rotarian: The Paul Harris Fellowship is named after Paul Harris, who founded Rotary with three business associates in Chicago in 1905. The Paul Harris Fellow scheme was established in his honour in 1957 to express appreciation for a contribution of US\$1,000 to the humanitarian and educational programmes of The Rotary Foundation.

Those programmes include an array of projects that save and invigorate the lives of people around the world and enhance international friendship and understanding. Foundation programmes provide educational opportunities, food, potable water, health care, immunisations and shelter for millions of people. These activities are funded, implemented and managed by Rotarians and Rotary Clubs around the world. Rotarians may also designate a Paul Harris Fellow to recognise another person whose life demonstrates a shared purpose with the objectives and mission of The Rotary Foundation – to build world understanding and peace.

The Rotary Club of Rotorua has therefore been pleased to make a contribution of US\$1,000 in the name of our recipient.

(Then may follow a summary of the recipient's characteristics and attributes which gave rise to his/her nomination, leaving the actual naming of the person to the very end)

(First Name, Surname) you were selected to receive this recognition because the Rotary Club of Rotorua believes that your life exemplifies the humanitarian and educational objectives of The Rotary Foundation. We thank you for demonstrating in your life and vocation a commitment to helping persons in need both here and around the world.

Therefore, it gives me great pleasure to present to you on behalf of the Trustees of The Rotary Foundation, these three emblems of a Paul Harris Fellow: the certificate, a lapel pin and a medallion. The certificate states that you have been named a Paul Harris Fellow "in appreciation of tangible and significant assistance given for the furtherance of better understanding and friendly relations between the peoples of the world".

We urge you to wear the Paul Harris Fellow pin to all Rotary events, as a symbol of your appreciation for and the support of the programmes of The Rotary Foundation. Please accept our congratulations and sincere appreciation of your commitment to our common goals of world understanding and peace.

Ladies and gentlemen, please congratulate and recognise the newest Paul Harris Fellow (First Name, Surname). (Invite the recipient to address the function).



3 Immediate Past-President

3.1 Role of the Immediate Past President

The Immediate Past President of the Club remains on the Board of Directors for one year after stepping down as President. While handing over to the incoming President and while serving as Immediate Past President he or she will contribute in the following ways:

1. During the last two or three months of the Rotary year, ensure that the Incoming President gains a clear understanding of the role of the President.
2. Ensure that files that relate to the role of the President are up to date and in good order to be handed over to the Incoming President.
3. On request, assist the Incoming President in planning for his or her year as President.
4. Attend all meetings of the Board to provide valuable historical knowledge of current and previous projects of the Club.
5. On request, stand in for the President by chairing Club meetings when the President is absent.
6. During the year of serving as Immediate Past-President, review the Club's Operating Manual and amend and update as required in consultation with the President and other members of the Board.



4 Club Secretary

4.1 Role of the Club Secretary

The Club Secretary is responsible for the orderly management of the paperwork of the Club, maintenance of Club records, and handling of correspondence.

4.2 Key responsibilities

1. Load RI-CAS (Rotary International Club Administration Software) and files from the previous Club Secretary on to his/her own computer, and update the files.
2. Clear the Club's postal box at least once per week; sort and distribute incoming mail to the appropriate Club Officer at the next Club meeting, or by mail or email if more appropriate; and bring to the attention of the President any items of mail requiring urgent attention.
3. Prepare a schedule of incoming and outgoing correspondence (including that already distributed to Club Officers) for the next monthly Board of Directors meeting; keep the Minutes of those meetings; and prepare correspondence as required by the Board.
4. Assemble new member induction kits, to include lapel pin, luncheon badge, partner's badge, and Rotorua Area Directory,
5. Advise the Bulletin Editor of new members' details in the same format as the Rotorua Area Directory to enable easy insertion into existing Directories.
6. Provide an updated birthday list from RI-CAS for the Bulletin Editor and Welfare Officer.
7. Prepare six-monthly dues reconciliation for Rotary International and arrange payment to Parramatta office with a copy to the District office.
8. Prepare Rotary Down Under reconciliation, and arrange payment to Rotary Down Under office in Auckland.
9. Obtain monthly attendance and financial membership from the Attendance Officer and keep in Secretary's records.
10. Prepare monthly attendance reports, forward these to the District Office and table at the monthly Directors meeting.
11. Maintain members' and partners' luncheon badges in good order.
12. Prepare agenda and meeting papers for the Board meetings, including minutes from Committee meetings, and circulate to the President and Directors.
13. Update and maintain membership records on the Rotary International website.



5 Club Treasurer

5.1 Role of the Club Treasurer

The Club Treasurer is responsible for the accurate handling and management of the Club's finances, including Club funds and the Rotorua Rotary Club Charitable Trust funds.

The Club's annual financial statements and Statutory Compliance obligations are completed by Hulton Patchell Limited. Close liaison is required with Hulton Patchell to ensure all information is maintained accurately throughout the year.

5.2 Key responsibilities

1. Arrive at weekly Club meetings early to collect meal payments and record attendance.
2. Forward weekly attendance and make-up details to the Club Secretary.
3. Collect income from meals, fines and the shrapnel collection and bank this promptly into the correct account and accurately code at point of banking.
4. Maintain sufficient float to ensure adequate change available when members pay for their meals.
5. Encourage members to prepay meals when they pay their membership.
6. Collect bills for payment from the Club Secretary and present to the Board for approval to pay.
7. Prepare monthly cash summaries for presentation to Board meetings.
8. Prepare on-line payment batches for authorised accounts.
9. Manage the three bank accounts and ensure surplus funds are moved to term deposits.
10. Prepare invoices to members twice yearly for subscriptions and pre-paid meals.
11. Encourage members to make payments by Internet banking.
12. Liaise with the Incoming President regarding preparation of budgets.

5.3 Circus Quirkus

1. This is the key annual fundraiser for the Club's Charitable Trust. See <http://www.circusquirkus.com/>.
2. The fund-raising is organised by James Maguire of International Entertainment Ltd, an Auckland-based telemarketer.
3. Fund-raising by calling Rotorua businesses and asking them to buy tickets to Circus Quirkus commences in March and runs into May of each year.
4. A separate bank account is used for all Circus Quirkus receipts and payments.
5. International Entertainment faxes weekly invoices of its expenses for payment by the Club. These must be paid weekly and do not require Board approval as they are issued as provided for in the annual contract with International Entertainment Ltd.



6. Other aspects of organising Circus Quirkus are detailed in the chapter on the roles of the Community Committee.

5.4 Statutory and compliance functions

These functions are carried out by Hulton Patchell Limited. The Treasurer liaises with Hulton Patchell to ensure that all the necessary returns are completed. These include:

1. Annual financial statements for the Club and the Charitable Trust.
2. Six monthly GST returns for the Charitable Trust.
3. Maintaining records at Registrar of Incorporated Societies for the Club.
4. Maintaining records at the Charities Unit of the Department of Internal Affairs for the Charitable Trust.
5. Issuing tax compliant receipts for donations to the Charitable Trust.



6 Club Service Director

6.1 Role of the Club Service Director

The First Vice-President is traditionally appointed as the Club Service Director. The role of the Club Service Committee is to coordinate and deliver the various activities and events of the Club and to ensure the smooth operation of the Club. The Club Service Director has to advise the members of his or her Committee of any changes in events and venues, as approved by the Board, so that the various officers can fulfil their responsibilities.

6.2 Membership of the Club Service Committee

The members of the Club Service Committee typically include the following:

1. Club Service Director as Chair
2. Club Secretary
3. Club Treasurer
4. Club Sergeant
5. Bulletin Editor
6. Programme Organiser
7. Welfare Officer
8. The Rotary Foundation Officer
9. Webmaster
10. Public Relations Officer.

Any of these designated roles can have an assistant who may also attend the meetings of the Committee. With some of the roles, such as Bulletin Editor and Programme Organiser, it is desirable to include the assistants in the membership of the Committee.

6.3 Club Sergeant

6.3.1 List of duties

The Club Sergeant is responsible for the smooth and successful running of each Club meeting. The Sergeant can request the President to appoint an Assistant Sergeant to whom some of the Sergeant's duties can be delegated. As the Sergeant is not a member of the Board of the Club, the President and Directors should ensure that there are clear lines of communication with the Sergeant.

The Sergeant's duties include:

1. Being familiar with the operation of the sound system at the Sudima Hotel or other venues where Club meetings are held, and ensuring before each meeting that the sound system is working properly.
2. Ensuring that the badges box is at the meeting venue. For normal meetings held at the Sudima Hotel, the hotel staff normally brings the badge box out of storage and



sets it up on a low table near the Club's registration table. The badge box also holds the partners' name badges which is particularly important for evening functions.

3. Setting up the meeting room including the lectern with microphone and water for the speaker; the bell, fining box, shrapnel jar, and gavel on the top table; the historical photos and flags; and a selection of banners from other Clubs. The set-up of the room is usually done by the Sudima staff.
4. Acting as Fining Officer about once per month and setting an example for other Fining Officers of fining individual members for their good works, mention in the media, and not-so-serious misdemeanours.
5. Ensuring that a PowerPoint projector and laptop are available if requested by the speaker. The sergeant may wish to delegate the responsibility of looking after the Club's PowerPoint projector to one of the members. The sergeant should be aware of a short list of members able to provide a laptop for meetings.
6. Ensuring that the person moving the vote of thanks has a gift (usually a pen) for the speaker.
7. Ensuring that the President's chain is at the meeting. The chain is usually kept by the President.
8. Ensuring that members who are rostered for duties are aware of their duties and plan to be at the meeting, by phoning or emailing them in the week before each meeting. It is the responsibility of rostered members to find a replacement if they cannot be at the meeting.
9. Checking before the start of each meeting that each member rostered for duties is there and prepared: Reception, Fining Officer, Quote of the Week, Speaker Introduction and Vote of Thanks.
10. Ask a member at the meeting to say grace, using a list of members who have indicated their willingness to say grace.
11. Advise the Sudima Hotel at least one month in advance if a change of venue is being planned, if the Club needs a bigger meeting room at the Sudima, or if extra visitors are expected. This means that the Sergeant has to ensure that he or she is well informed on upcoming meetings and their requirements.
12. Ensuring that there is a supply of gift pens for speakers and Rotorua Rotary booklets for international visiting Rotarians and advising the Club Secretary to purchase replacements when supplies run down. A supply of pens and booklets are kept in the lectern.

6.3.2 Running the meetings to time

Many Club members have business commitments following Club meetings. Strict timing of the meeting is essential if all the Club's business is to be fitted into an hour and a quarter while also giving the Club speaker about 20 minutes to convey their message. The Sergeant should make use of the bell to indicate the end of speaking slots.

A typical run sheet for a lunch meeting is:

12.15 pm	Registration of attendees; fellowship
12.30 pm	Sergeant calls the meeting to order; quote of the week; members are seated
12.35 pm	Grace is said and the meal is served



12.55 pm	President: welcome, announcements, Club business, and speaking time as requested by Club members
1.00 pm	Three minute speaker
1.05 pm	Fining session
1.13 pm	Introduction of guest speaker
1.15 pm	Guest speaker
1.35 pm	Question time if appropriate and if time allows
1.40 pm	Vote of thanks
1.43 pm	President: closure
1.45 pm	End of meeting

6.3.3 Sergeant's duties during meetings

1. Advise the President of any known meeting changes, speaking time requests, and general Club business and protocols.
2. Welcome members and introduce the Club members doing the quote of the week and saying grace.
3. Circulate the shrapnel jar.
4. Manage lighting and air conditioning.
5. Manage meeting time by ringing the bell. Ring the bell gently to remind speakers that their time slot is coming to an end, and then more firmly if the meeting is at risk of running over time.
6. Collect fines or ask someone else such as a student on International Youth Exchange to do so.

6.4 Members' weekly duty roster

6.4.1 Introduction

Members of the Club are rostered to undertake duties at each Club meeting to ensure the smooth running of the meeting. The duty roster appears in the Bulletin for the upcoming meeting and for the following two meetings. This gives members ample time to let the Sergeant and Bulletin Editor know that they will not be available for an assigned duty and to arrange their own replacement. It is the responsibility of members to find a replacement to undertake their duty.

If for some reason a member would like to be temporarily or permanently removed from the list of members rostered for duty, they should discuss this with the President.

6.4.2 Introducing the speaker

The member who will be introducing the guest speaker should arrive at the meeting earlier than usual to be there to meet the speaker when they arrive. If the speaker has brought a guest or support person along, find a Club member who can look after the extra guest as



they will normally not be sitting with the guest speaker during the meeting. Introduce the speaker to the President and ask if the speaker will be using PowerPoint or other audio-visual aids. Assist the speaker in setting up the required equipment, or ask another member of the Club to do so. Sit next to the speaker at the top table and get enough information from them to formally introduce them to the Club just before they deliver their talk. Remind the speaker of the time restrictions; they usually have about 20 minutes for their talk including question time. Their presentation has to finish by 1.40 pm as members need to be back at work by 2 pm.

6.4.3 Vote of thanks

The member who has been rostered to thank the guest speaker should obtain the gift of a pen for the speaker from the Sergeant before the meeting starts. The President will usually give an indication to the person doing the vote of thanks when it is time to draw the question time to a close. When the guest speaker's presentation has run to close to 1.40 pm, the person doing the vote of thanks should get up immediately after the speaker's talk, give a brief vote of thanks, and hand over the gift pen.

6.4.4 Fellowship

The member rostered as responsible for fellowship should arrive at 12 noon. Greet every member by name as they arrive and hand them their luncheon name badge. Meet and greet the guest speaker and introduce them to the member who will be introducing them to the Club during the meeting. Meet and greet other visitors and guests, and point them to where they can register for the meeting. If possible, introduce them to a few members of the Club as they arrive.

6.4.5 Reception

The member rostered as responsible for reception should arrive at 12 noon. Pick up the list of apologies from hotel reception. Sit next to the Treasurer at the registration desk and fill in a form listing make-ups, Rotary guests, and other guests. Take this sheet and the list of apologies to the President at 12.30 pm. Ensure that each visitor or guest is introduced to one or a few members of the Club.

6.4.6 Quote of the Week

The member rostered to provide the Quote of the Week will be asked to give the quotes at the start of the meeting, before members take their seats at the tables. One or two quotes can be read out. It is fitting to find quotes that relate to some recent national or international event, or to some current activity of the Club.

6.4.7 Three minute speaker

The three minute speaker can talk about some recent development in his or her business or profession; an interesting holiday or business trip; or any other topic of interest to members. Remember that the Club's meetings are run on tight timelines.

6.4.8 Fining Officer

The fining session is a way to earn some funds for the Club in an entertaining way. Typical fines amount to a few coins, usually less than \$5 per fine. The fining session should be personalised to members of the Club and may include family birthdays and other celebrations, positive deeds or contributions to the community, high or low scores in golf, or mention in the local media. The fining session should be creative and humorous, and should help members to get to know one another a bit better.



6.4.9 President's table

One member per meeting is invited to sit at the President's table between the President and the guest speaker. This helps the President to stay in touch with members during his or her year in office.

6.5 Programme Organiser

The Programme Organiser's role is to find a suitable speaker for each Club meeting, with the support of all the members of the Club. The aim is to develop a well-balanced and interesting speaker programme over the Rotary year. The Programme Organiser can request the President to appoint an Assistant Programme Organiser who assists the Programme Organiser and to whom some of the duties below can be delegated, especially when the Programme Organiser is out of town.

Points to consider in carrying out this role are as follows:

1. Interesting and topical speakers are a drawcard of Club meetings and are therefore very important for the growth of the Club.
2. Consider Rotary International's Rotary Months calendar when developing a programme for each month.
3. At most meetings, a guest speaker will be required. The programme of speakers should be booked some considerable time in advance, preferably at least two months.
4. For each speaker, the Programme Organiser should select an appropriate member to do the vote of thanks and then advise the Bulletin Editor of both the speaker and the member who will do the vote of thanks.
5. Arrange a sponsor (not necessarily a Club member) for the pens gifted to speakers. The sponsorship is \$50 per month and the sponsor can insert a suitable brief message in the Club's Bulletin for one month. Advise the Bulletin Editor and ask the Club Treasurer to send an invoice to the sponsor.
6. Liaise with the Club Secretary with respect to scheduled meetings such as the visit of the District Governor; Club Forums; and meetings held at venues other than the Sudima Hotel.
7. New members are expected to be the guest speaker at a Club meeting about six months after being inducted. These talks are called Classification Talks and provide background on the member's personal and professional life. Give them, like other speakers, about two months notice.
8. Inward International Youth Exchange students are expected to give a three-minute talk to the Club shortly after their arrival, and to be the guest speaker shortly before their departure after a year in Rotorua.
9. Outward International Youth Exchange students are expected to give a three-minute talk to the Club before they depart on their exchange, and to be the guest speaker shortly after their return.
10. The Club's nominees to Rotary Youth Leadership Awards should be invited to be guest speakers on their return from the leadership week.
11. Members of outgoing Group Study Exchange teams supported by any of the five Rotary Clubs in Rotorua should be invited to be guest speakers after their return from overseas.



12. Ambassadorial Scholars attached to any Club in the District should be invited to be guest speakers.
13. Recipients of the Waiariki Institute of Technology Forest Management and Hotel Management awards and their supporting lecturers are the guest speakers on the day when they receive their awards.
14. The recipient of the Harold Holmes Scholarship is the guest speaker on the day when he or she receives the award.
15. Liaise with the appropriate Director with respect to meetings such as the Head Prefects Lunch and the Secondary School Speech Competition.
16. Many established Club members are excellent speakers, talking about life experiences, travel, or new developments in their careers. Ask two members to be on standby for any meeting when a guest speaker does not show up.
17. Confirm arrangements with each speaker a few days before the meeting and advise the Club Sergeant of any changes, by the Sunday night before the meeting, if possible.
18. When there are plans to change meeting dates ensure that there is no clash with Inner Wheel meeting dates.

6.6 Bulletin Editor

The Bulletin Editor is responsible for the preparation and production of an innovative and informative weekly Club Bulletin, suitable for reading by members, partners, and other Rotarians. The Bulletin Editor can request the President to appoint an Assistant Bulletin Editor to whom some of the duties below can be delegated, especially when the Bulletin Editor is out of town. The Rotary year for the Bulletin Editor starts with the Changeover Dinner.

Specific duties of the Bulletin Editor are:

1. A month before the start of the Rotary year, prepare a front cover design for the Bulletin in conjunction with the Incoming President. The cover design will include the new Rotary Year logo which will be available on the Rotary International website.
2. Agree with the Incoming President on the general contents of the Bulletin. These might include: President's Pen, upcoming Club events, brief reports on the presentations by the previous week's Club Speaker and Guest Speaker; and extracts from the District Governor's Newsletter and from other Club's Bulletins.
3. Report briefly on matters from the previous Club meeting that require follow-up action from the members.
4. Obtain information from the Programme Organiser on future guest speakers.
5. Prepare a three-week rolling roster of future duties including: guest speaker, introducing the guest speaker, vote of thanks, Club speaker, President's table (a member of the Club who joins the President at the top table), fellowship and badges, reception, quote of the week, fining officer, and Committee report.
6. Ensure that each duty is allocated to an appropriate member of the Club. Keep a list of exclusions from duties: generally the President, Club Secretary, and Club Treasurer. Roster the Sergeant to be Fining Officer once per month, but do not roster him or her for other duties. Other Club members may be added to this list of exclusions on their request for all or some of the duties. Take note of leave of absence granted to members by the Board, and do not roster members for duty until



they have been back home for at least a week after, for example, an overseas trip. The Programme Organiser should advise the Bulletin Editor of which Club member will do the vote of thanks. Having taken these factors into account, members can be rostered in alphabetical order.

7. Obtain information from the Secretary on birthdays of members and partners and on resignations.
8. Obtain information from the Secretary on new members, and insert this information in the Bulletin in the same format as the Directory so that members can cut it out and paste it into their Directory.
9. Insert notices of Committee meetings supplied by Directors.
10. Insert other information as requested by the President.
11. Send the Bulletin by email to Club members by Thursday of each week. Print and mail the Bulletin to the few members who do not use email.
12. Send a copy of the Bulletin by email to the President and to the Bulletin Editor of each of the other four Rotorua Rotary Clubs and to the District's Bulletin email address.
13. Keep one full set of the Bulletins for the Outgoing President at the end of his/her year.
14. Remember that there is a District Award for Best Bulletin.

6.7 Club Webmaster

The guidelines for the administration of the Club's website are as follows:

6.7.1 Objective

The website shall be used primarily for the publication to the members and general public of information relating to the activities and history of the Rotary Club of Rotorua.

6.7.2 Appointment of Webmaster

The Board shall appoint a Webmaster capable of the technical maintenance of the website. It is the responsibility of the President and Board to give overall direction as to the content and layout of the website under the technical guidance of the Webmaster.

The Treasurer shall be responsible for paying hosting and domain name dues to Domainz NZ by credit card before the due date. Domain and hosting accounts are posted to PO Box 59, Rotorua as two separate invoices.

6.7.3 The Directors

It is the responsibility of the Directors to provide at least quarterly updates of their respective activities in electronic format for publication on the website.

6.7.4 Tasks of the Webmaster

1. The Webmaster shall edit and publish material on the website in a timely and professional manner.
2. The Webmaster shall recommend to the Board a hosting facility that provides economical, secure, fast and reliable service in accordance with current industry standards.
3. The Webmaster shall be responsible for ensuring that the website is maintained and working systematically to enable the site to be informative and up-to-date.



6.7.5 Details of the Rotary Club of Rotorua website

Club website	www.rotaryrotorua.org.nz
Website builder	InterWebby Designs Limited, Hamilton, New Zealand
Contact	Nathan Hansen, email: nhansen@interwebbydesigns.co.nz Phone: 07 8298905
Website host	Domainz NZ, Wellington, NZ. Phone: 0800 3662469
Customer number	38877815)

6.8 Welfare Officer

6.8.1 Role of the Welfare Officer

The role of the Welfare Officer in a general sense is to monitor, and work to support, Club members in their welfare needs. This can be done personally or by soliciting the assistance of other Club members. Welfare issues can arise from both negative or positive situations. The overall aim of the Welfare Officer should be to foster an attitude of helpfulness and encouragement amongst members.

6.8.2 Welfare issues

1. When a member, spouse, partner, child, or close friend are in hospital or in poor health at home.
2. During a time of grief.
3. At a time of personal stress at work or home.
4. On the event of a birthday or special anniversary, or a family milestone such as a graduation or marriage.
5. To encourage participation in Club activities in an effort to put value and meaning into one's Rotary membership.
6. To be supportive when a member questions his desire to continue Rotary membership.

6.8.3 Processes

1. Sending of cards for birthdays and other events.
2. Hospital or home visitation in times of ill health.
3. Personal support in times of bereavement.
4. Encourage of other Club members to be supportive.
5. Work with Membership Director when a specific need arises.
6. Monitor the Club's morale and work with Directors to encourage participation.

6.8.4 Parameters

In some welfare issues it is important that confidentiality is maintained. Often the work calls for a quiet, behind the scenes, approach to situations. The Welfare Officer needs to be discrete when sharing welfare issues with Club members.

6.9 Public Relations Officer

The position of Public Relations or Publicity Officer for the Club is most important, in that credit for or recognition of the good work done by the Club for the community can often only



be achieved by good publicity. Every opportunity needs to be taken by not only the Public Relations Officer but by Club members generally to promote the achievements of the Club. Members of the community seeing or hearing of the good work of the Club may be encouraged to either join the Club or support the work of the Club in some other way.

The Public Relations Officer needs to ensure that suitable photographs are taken of, for example, the winners of the Secondary Schools Speech Competition and the Waiariki Forestry and Hospitality Awards, and the Harold Holmes Scholarship recipients. The photographs with a brief media release should then be supplied to The Daily Post and the Rotorua Review.

Opportunities should be taken to promote Rotary events through the local radio stations by the appropriate Director, the Club President or another member conversant with the detail of the event.

The Public Relations Officer should take responsibility for the Club's contribution to the Rotary columns that appear in The Daily Post.

The Public Relations Officer should promote the use by the Club, at suitable events and on suitable occasions, of the Rotary flags, Club banners, and the pull-up Rotary banners that are available free of charge (with payment of couriers costs only) from the District Resources Coordinator.

Further guidance on the role of the Public Relations Officer can be found on www.rotary.org and www.9930.rotary.org.nz.



7 Community Director

7.1 Role of the Community Director

The Community Director is usually the Club's Second Vice-President and chairs the Community Committee. The role of the Community Committee is to devise policies, procedures and activities that raise funds with which the Club can support the local community.

7.2 Responsibilities and activities

1. Review funding/support requests from the community and recommend worthy requests to the Board for approval.
2. Manage ongoing community-based service and fundraising projects such as Dictionaries in Schools, Outward Bound, Orange Picking, Circus Quirkus and Swim the Lakes.
3. Develop new community-based service and fundraising projects including smaller one-off activities within the Club and larger, more significant projects involving input from a number of Rotary Clubs.
4. Identify at least two potential guest speakers per year on a topic related to the activities of the Committee.

7.3 Circus Quirkus

7.3.1 Responsible Officers

1. Club Treasurer.
2. Community Director.
3. Club's Circus Quirkus Organiser.

7.3.2 Purpose

1. To raise funds for the Rotary Club of Rotorua Charitable Trust.
2. To allow children from pre-school to intermediate school age who would not normally have the opportunity to attend a live performing arts show to attend the excellent performance by Circus Quirkus.
3. To provide businesses and individuals in Rotorua with the opportunity to make a donation that will benefit both the young people who will attend the circus performance and the charities that will later benefit from funding provided by the Club's Charitable Trust.
4. To provide the members of the Community Committee and other volunteers from the Rotary Club and their spouses with an opportunity to do community service and to develop friendships within the Club.

7.3.3 Timing of Circus Quirkus arrangements

1. The Circus Quirkus performance in Rotorua is usually held on a Saturday at noon towards the middle of the calendar year.



2. The date of the performance is determined by the Circus Quirkus organisers, International Entertainment Ltd of Auckland.
3. The businesses in Rotorua who make donations by purchasing tickets are approached between March and May of each year.

7.3.4 Arrangements in the year before the performance

1. By August the Community Committee should decide if Circus Quirkus will once again be a fundraising event for the Club for the current Rotary year. This decision should be approved by the Club's Board of Directors at its September meeting.
2. By the end of September the Club Treasurer should inform the organisers of Circus Quirkus, International Entertainment Ltd, whether the Club has decided to be involved in the fundraising event again in the next calendar year.
3. By the end of October, the Community Committee should appoint a Circus Quirkus Organiser from among its membership.
4. The Community Director should ensure that the previous year's contract with International Entertainment Ltd is updated and approved by the Board by November.

7.3.5 Tasks of the Club Treasurer

The tasks of the Club Treasurer are listed in the section about the role of the Club Treasurer.

7.3.6 Tasks of the Club's Circus Quirkus Organiser

1. The Club's Circus Quirkus Organiser should stay in touch with the Club Treasurer as arrangements are being made with International Entertainment Ltd. The date and time should be confirmed as early as possible to enable volunteers to be organised.
2. Four weeks before the date of the performance, the Club's Circus Quirkus Organiser should seek about ten volunteers from among the members of the Club and their partners to be ushers on the day of the performance.
3. Members of the Club should be encouraged to make donations by purchasing tickets.
4. The Rotarians and partners who act as ushers at the performance which is held at the Convention Centre should wear Rotary high visibility jackets and Rotary caps to ensure that parents and caregivers can easily identify them. These items of clothing are stored at the Sudima Hotel in a blue bag in the same room as the Club's name tags and banners. The Club's Circus Quirkus Organiser should ensure that the jackets, caps and banners are brought to the theatre.
5. Rotarians and partners should wear their Rotary name tags at the performance. The Club's Circus Quirkus Organiser should bring these to the theatre and ensure that they are returned safely, with the jackets, banners and caps.
6. International Entertainment Ltd distributes the tickets for the performance to schools, preschools, and organisations such as the Asthma Society. The tickets are given to children who may otherwise not have the opportunity to attend a live performance and their parents or caregivers.
7. The ushers should arrive at the venue at least 45 minutes before the performance is due to start as many of those coming to the show turn up very early.
8. The Master of Ceremonies of Circus Quirkus comes to the foyer of the Convention Centre to inform the Rotarians about the time at which the audience can be allowed into the theatre.



9. Not much effort is made to collect tickets at the door to the theatre, although two Rotarians should stand at each of the doors and check that only ticket holders enter the theatre.
10. Two Rotarians should stand towards the front of each of the two side aisles to encourage patrons to fill the theatre from the front.
11. The performance is of such a high standard that the children and their caregivers are captivated and there is very little need for any crowd control.
12. The name of the business that provided each ticket is written on the back of the tickets. Rotarians should talk to individual caregivers and encourage them to get the children to write thank-you letters to the businesses.

7.4 Swim the Lakes

The Rotary Club of Rotorua are involved in Swim the Lakes with the local swimming club, Swim Rotorua. Two annual events are organised by Swim Rotorua with the Club participating in a supporting role. Further information can be found at: www.sportsground.co.nz/swimrotorua.

The organisers have a detailed guide on planning and running these events, covering risk management, the roles played by each member of the event organising team, the steps to follow during the planning of and debriefing after the event, the permissions that have to be obtained, the entry process, disclaimers, the organisation of the race itself, marshalling personnel and boats, and the briefings for competitors and marshals.

Typical venues and dates for the events are Okawa Bay on Lake Rotoiti in December and Lake Okataina in March. Barry Lane has been the Club's contact person with Swim Rotorua.

7.5 Steptoe Garage Sale

7.5.1 Purpose

The purpose of organising and running the Steptoe Garage Sale is to raise funds for community and Rotary projects, and to provide opportunities for fellowship to the members of the Club.

7.5.2 History

The Club's last garage sale was held in November 2011, under the direction of then Community Director Barry Lane, supported by his Committee including Ian Smith, John Heaton and Frank Emerali. The previous garage sale was held some years before in the offices of Doug Clemens while the premises were being renovated.

7.5.3 Organising the garage sale

1. The loan or use of suitable premises over a period of six to seven weeks is required.
2. Advertising the garage sale and requesting the donation of goods for sale are done through:
 - a. Club meetings and notices in the Bulletins of all Rotary Clubs in Rotorua
 - b. Notices in the garage sale column in The Daily Post. This form of advertising is essential to the success of the project.
 - c. Free community notices on the local radio stations.
3. Identify and promote the cause for which the money is being raised.



4. Roster members of the Community Committee and others to collect goods between 9 am and 10 am on a Saturday morning at the premises where the sale will be held.
5. Obtain trestle tables on which to display the goods.
6. Appoint two competent and experienced members to price the articles for sale.
7. While planning the garage sale, appoint a few members to visit other local garage sales to ensure that prices being asked are realistic. This is important, although price negotiation is always an option.
8. Provide at least four change floats of \$120 each as follows:
 - a. \$10 worth of 50c coins
 - b. \$20 worth of \$1 coins
 - c. \$20 worth of \$2 coins
 - d. \$30 worth of \$5 notes
 - e. \$20 worth of \$10 notes
 - f. \$20 worth of \$20 notes.

7.5.4 After the garage sale

Experience has shown that about 85 percent of the goods collected will be sold. Unsold items can be donated to the Hospice or Salvation Army opportunity shops who will generally be prepared to pick them up or take delivery of them.

7.6 Usborne Illustrated Dictionary Project

This Dictionary project was instigated in the 2008/09 Rotary year, following an initiative of Past RI President Bill Boyd who had seen the benefits of a similar project in the USA during his year of Presidency. Bill's Pakuranga Rotary Club in District 9920 adopted the project and organises it on a nationwide basis. See <http://www.rotary9940.org.nz/Projects/Youth/Dictionaries.aspx> for useful information about this project.

The project is aimed at providing Year 4 and above students in low decile schools in our District with their own dictionaries. It is seen as a gift to each child that will be taken home and become a reference for all family members.

PDG Geoff Mathis adopted the project with a special emphasis on literacy during his year as District Governor in 2008/09, when it was enthusiastically taken up by all Clubs in District 9930. With the success that has been achieved so far, this project will continue. The project fits well with Rotary International's drive for literacy development to be a major Rotary goal worldwide.

To date more than 40,000 dictionaries have been distributed throughout New Zealand.

Each year a District 9930 Contact Person is appointed, and currently it is Les Cresswell of the Mount Maunganui Rotary Club. His contact details are in the District Directory. The Community Committee should seek the approval of the Board for the Club to be involved in this project in a particular year.

We currently support two schools: Rotorua Primary School and the Seventh Day Adventist School. Guidelines for the person appointed by the Community Committee to organise this project in the Club are as follows:



1. Contact the Rotorua Primary School principal to determine the number of children in Year 4 to receive dictionaries, and ask for two dates that would be suitable for the Club President to come and present them.
2. Check with Allen Foote regarding numbers of Year 4 children at the Seventh Day Adventist School and give him an indication of the two dates from the Rotorua Primary School.
3. Email the District Contact Person (Les Cresswell) to order the dictionaries after gaining Board approval and informing the Club Treasurer of the total cost of the dictionaries so that he or she can plan cash-flows.
4. Liaise with the District Contact Person about the dispatch of the dictionaries in the most economical way.
5. Confirm the date, time and venue for the presentation with the two schools.
6. Accompany the Club President to the schools on the day, and assist with the presentations.

7.7 Funding application form

The Club has a limited amount of funds available to support community projects and individuals looking for financial help to undertake leadership and other development programmes. To make it easier for the relevant Committee to review funding applications, the Secretary will request applicants to complete the following form.

Once the completed funding application form has been received, the applicant will be sent a letter to inform them that the committee that considers funding applications meets once per month and that they will be informed of the outcome of their application by the end of the month following the date of their application.

Traditionally the Club gives priority to funding Rotary's own projects such as IYE, RYLA, RYPEN and the Science Summer Schools. Projects that will benefit a small group rather than an individual are given priority. Projects where the participant will bring some benefit to the local community after completing their participation in the project are given priority.

The funding application form given on the next page is also available at http://www.rotaryrotorua.org.nz/data/sd_220.pdf. By sending the application form to applicants in Word format, they are enabled to complete the form with ease in a legible, typed format.

7.8 World Polio Day

District encourages involvement in an awareness and fundraising project to mark World Polio Day. This has included a bucket collection at Rotorua City Focus.



Please type or write clearly

7.9 Assessing funding applications

ROTARY CLUB OF ROTORUA FUNDING APPLICATION ASSESSMENT

Year budget	\$	YTD allocated	\$	Available	\$
-------------	----	---------------	----	-----------	----

Date: Amount being sought:

Name of applicant or organisation:

An individual Yes / No
A community organisation Yes / No
With charitable status? Yes / No

Domiciled in:			Score	
Rotorua	Yes	No	Max: 10	
Bay of Plenty	Yes	No	Max: 7	
Other	Yes	No	Max:	

Will the project promote Rotary Yes / No Score (max 10):

To which other organisations have they applied? How much? Purpose? When do they expect to hear from these organisations?

What will the Club's donation achieve? Score the factors below between 1 for low and 10 for high.

Benefit youth activities	Yes / No	Score:
Enhance wellbeing and quality of life	Yes / No	Score:
Overcome social disabilities	Yes / No	Score:
Build healthier communities	Yes / No	Score:
Build active communities	Yes / No	Score:
Promote Rotary International or the Club	Yes / No	Score:
Provide positive educational outcomes	Yes / No	Score:

Total score:

Recommendation to Directors, including amount recommended.



8 Membership Director

8.1 Role of the Membership Director

The Membership Director chairs the Membership Committee. The role of the Committee is to devise policies, procedures and activities that maintain and develop Club membership.

8.2 Responsibilities and activities

1. Promote recruitment of appropriate new members.
2. Devise projects to promote Rotary and attract new members.
3. Ensure new members are integrated into the Club.
4. Appoint mentors to assist the integration of new members into the Club. One task of the mentors is to introduce new members to all members within six weeks of induction. Mentors will also ensure that new members are fully aware of the objects and workings of Rotary at the Club, District and Rotary International level.
5. Develop and offer programmes to educate and train Club members about the workings of Rotary.
6. Organise a pre-induction meeting between the prospective member, the nominating Rotarian, and one experienced Rotarian to ensure that the new prospective member understands the commitments of Rotary membership; the cost of membership over a year; the involvement of partners; the participation in the work of a Committee; and attendance requirements.
7. Organise a post-induction “Fireside” meeting between the new member and their spouse or partner, and two other experienced Club members to discuss Rotary International, Rotary procedures and practices, the Club and its programmes.
8. Ensure that the community is aware of the Club’s activities and projects. This can be partly done by ensuring that the President has appointed a Public Relations Officer who will, among other tasks, manage the Club’s contribution to the Rotary section in The Daily Post.
9. Liaise with the District on public relations initiatives. Fergus Cumming is the current Club contact.
10. Provide Club information and photographs on newsworthy events to the local media and to Rotary Downunder.
11. Organise fellowship opportunities for the Club through the Fellowship Officer.
12. Assist the Club Programme Organiser by identifying at least two potential speakers during the year.

8.3 Recruitment of new members

1. The name of a prospective member, proposed by an active member of the Club, shall be submitted to the Board in writing, through the Club Secretary.
2. A transferring or former member of another Club may be proposed to active membership by the former Club. The proposal shall be kept confidential except as otherwise provided in this procedure.



3. The Board shall ensure that the proposal meets all the classification and membership requirements of the Club's constitution.
4. The Board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the Club Secretary, of its decision.
5. If the decision of the Board is favourable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership. If the prospective member wishes to join the Club, he or she shall be requested to sign the membership proposal form. The form includes permission from the prospective member for his or her name and proposed classification to be circulated among members of the Club.
6. If no written objection to the proposal, stating reasons, is received by the Board from any member of the Club within seven days following circulation of information about the prospective member, that person, upon payment of the admission fee as prescribed in the bylaws, shall be considered to be elected to membership.
7. If any objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee, shall be considered to be elected to membership.
8. A member who wishes to propose someone as a member of the Club should discuss this in the first instance with the President or a Director and NOT with the prospective member.
9. A member who is approached by a friend or acquaintance about membership of the Club should respond by saying that membership is dealt with by the Directors and that all prospective members are approached to ascertain whether they would be agreeable to undertake the obligations of membership of Rotary.
10. Recruiting and electing new members is done according to a carefully considered process. Any deviation from this can lead to embarrassment.

There is useful information on How to Propose a New Member and about the Rotary concept of classification among membership at http://www.rotary.org/RIdocuments/en_pdf/254en.pdf and at <http://www.rotary3450-eclub.org/content/the-classification-principle>

8.4 Honorary members

1. Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in the Club.
2. The term of such membership shall be as determined by the Board. At present, the term of honorary membership is one year.
3. Persons may hold honorary membership in more than one Club.
4. Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in the Club.
5. Honorary members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of the Club.
6. No honorary member of this Club is entitled to any rights and privileges in any other Club, except for the right to visit other Clubs without being the guest of a Rotarian.



8.5 Promoting fellowship

Fellowship is an extremely important reason for belonging to a Rotary Club. The Membership Committee can appoint a Fellowship Group of two or three people to promote fellowship in the Club. Points to consider in carrying out the role of promoting fellowship are as follows:

1. As a luncheon Club of over 60 members, with the meeting time restricted by business engagements before and after the meeting, the opportunities of effective fellowship at the meeting are limited;
2. Fellowship often arises from attending Committee meetings.
3. Club-wide participation in events such as the garage sale, orange picking and Circus Quirkus promotes fellowship.
4. Events such as the following have successfully promoted fellowship in the past:
 - a. Guess Who's Coming to Dinner.
 - b. An evening barbecue meeting.
 - c. A meeting in a rural environment.
 - d. A Christmas function at an interesting venue such as the Trout Hatchery, combined with other Clubs.
 - e. Day-long and overnight tramping trips to, for example, Mount Ruapehu, Mayor Island, and Whirinaki.
 - f. Fishing trips.
 - g. Trips to major rugby games or to the Cambridge night trots.
 - h. Visits to the theatre.
 - i. Inter-Club debates.
 - j. Golf on a Sunday with other Clubs.
 - k. Functions associated with Group Study Exchange and Rotary Friendship Exchange visits.
 - l. Car rally.
 - m. Oktoberfest.
 - n. Visit to another Club.
5. The Membership Committee should consider the above list, add further ideas, and then make recommendations to the Board.



9 International Director

9.1 Role of the International Director

The International Director chairs the International Committee. The role of the International Committee is to devise policies, procedures and activities that develop understanding and goodwill among Rotarians internationally and the people at large.

9.2 Responsibilities and activities

9.2.1 International exchange activities

1. Manage the Club's participation in international educational and exchange activities.
2. Support Club members' participation in Rotary Fellowships, such as those for cricketers, sailors, and motorcyclists.

9.2.2 International service projects

1. Develop international service projects in conjunction with local, District and International Rotary organisations.
2. Support Rotary's ShelterBox programme through annual sponsorship of at least one ShelterBox.
3. Participate in international service projects through Rotary's World Community Service.
4. Seek opportunities to develop service projects in needy regions of Oceania.
5. With the Community Committee, develop fundraising opportunities to support international service projects and activities.

9.2.3 Guest speaker on international issues

Assist the Programme Organiser by identifying at least two potential guest speakers per year.

9.3 ShelterBox

Information on how the Club can take on ShelterBox as a project is given at www.shelterbox.org/about.php?page=16.

9.4 Rotahomes for Fiji

Information on the Rotahomes project is available at www.rotary.org.nz/documents/com_419/RNZWCS%20News%202010.pdf.

9.5 Equipment for Samoan schools

9.5.1 Background

In May 2011 Past President Bob Allison visited Samoa and developed a proposal for a joint project between one or more Rotary Clubs in Rotorua and the Apia Rotary Club. The Apia Club has 28 members, with over one half being female and under 50 years of age. The Club



has a number of joint projects with overseas partners with a focus on literacy, education, health and environmental issues. Funding for the projects is a constant challenge.

9.5.2 Adopt a School project

The Apia Club has been active in resourcing books and furniture for remote primary and intermediate schools scattered around the three main islands. Last year 18 containers with books, desks and chairs were handled by the Apia Club in cooperation with mainly Australian Rotary clubs. There are still many schools needing assistance. PP Bob proposed that the Rotorua Clubs combine to supply a Samoan school with library books, desks and chairs. The Apia Club would identify an appropriate school while the Rotorua Clubs would source 1000 to 1500 books plus desks and chairs, and fund their shipment to Samoa. The Apia Club would distribute the goods and ensure that Rotary is properly recognised.

In 2012, Russell Dale coordinated our Club's successful involvement in this project and further involvement is planned.

9.6 The Rotary Foundation

9.6.1 Background

The Club's Liaison Person for The Rotary Foundation can be part of the International Committee, the Club Service Committee, or any other Committee, at the discretion of the President.

The Rotary Foundation (TRF) is Rotary International's own charity, and is among the most respected charitable organisations in the world. It is the primary means by which Rotarians accomplish their service goals, both globally and locally. Projects may be anything from the challenge of eradicating polio to the support of a local community project through a District grant.

TRF's funds come from Club contributions, bequests and personal giving by Rotarians. TRF operates three separate and distinct funds:

- The Annual Programmes Fund
- The Permanent Fund and
- The Polio Challenge Fund.

Any funds specially collected or identified to meet the challenge of eradicating polio go directly into that dedicated account, leaving all non-designated or general funds. On receipt by RI all donations are held in the Permanent Fund where the interest is used for the administration of the Foundation. After three years the donation is split 50:50 between two other fund accounts, namely.

- The Annual Programmes Fund (or World Fund) which provides for the funding of all international educational and exchange programmes and grants such as Group Study Exchange, Ambassadorial Scholarships and 3H grants, and Club sponsorship of international projects.
- The District Designated Fund. It is particularly important to note that 50% of all donations made by a District are returned to that District three years later as its District Designated Fund for that financial year. The District has the discretion to use that funding for Matching Grants, District Simplified Grants and other local projects



such as the relief of local disasters. The chart on the next page demonstrates how 50% of the District's donations are ultimately made available to that District.

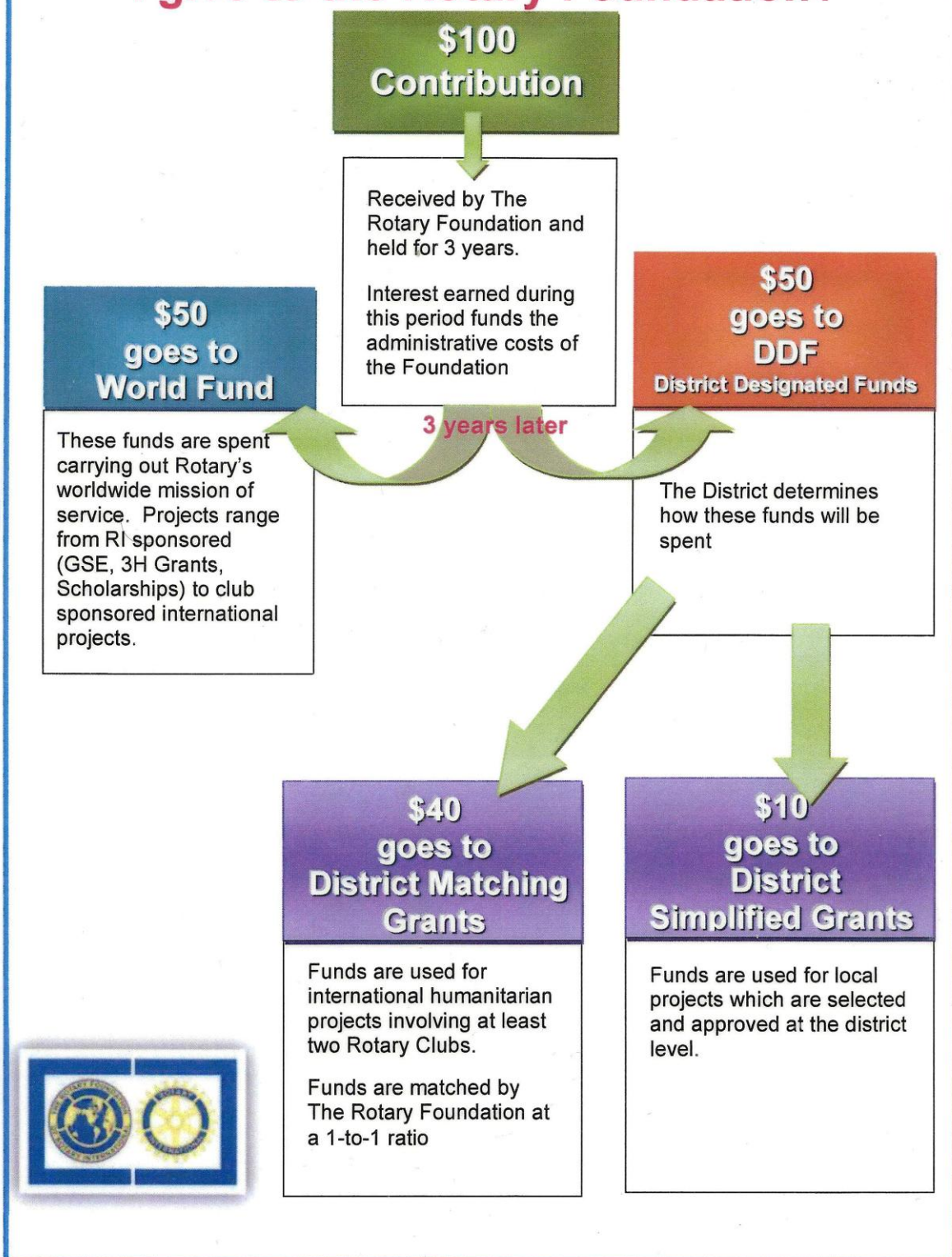
9.6.2 Giving to The Rotary Foundation

All Clubs are urged to contribute to TRF to support the work of Rotary International and the various Rotary programmes as well as ultimately supporting their own District. Contributions to TRF can be made in a variety of ways:

- Each Club operates an annual fund, or contributes to it at the discretion of the members or Board of Directors, including the award of Paul Harris Fellowships. These fellowships are awarded to worthy recipients and the cost (US\$1,000 each) goes directly into The Rotary Foundation to the credit of the donor Club. Clubs are expected to identify specific fundraising activities during the year in support of TRF.
- Members can become benefactors through an outright gift of US\$1,000 either during their lifetime or through their will.
- A Sustaining Member makes a commitment of US\$100 annually.
- A Centurion Member commits to making a donation of NZ\$100 annually.



What happens to the \$100 I give to the Rotary Foundation?



9.6.3 Individual contributions

Individual contributions to The Rotary Foundation can be arranged by means of cheque, credit card, automatic payment or direct credit at the discretion of the donor. The Club always has a designated Rotary Foundation Officer appointed each year who is only too willing to assist.

All funds are lodged through a District Account to ensure that the Rotary District receives the full credit for its donations. Having made a donation to TRF and to other charitable causes, individuals can claim a tax credit of one-third of all the donations they have made up to the level of their annual taxable income.

Further information about The Rotary Foundation is available at www.rotary.org and www.southpacificrotary.org/district..cfm?ID=11 . Click on the TRF logo.



10 Vocational Director

10.1 Role of the Vocational Director

The Vocational Director chairs the Vocational Committee. The role of the Vocational Committee is to devise policies, procedures and activities that foster the ideal of service in the pursuit of all vocations.

10.2 Responsibilities and activities

10.2.1 Promote high ethical standards

Promote high ethical standards among members of the Club, in their business, professional and personal lives, as embodied in Rotary's Four-Way Test and Rotary's principles.

10.2.2 Develop programmes that further vocational service

1. Organise one Club visit per year to a professional or business site that exhibits excellence and the adherence to Rotary principles.
2. Organise the annual Police Person of the Year Award.
3. Organise the Waiariki Institute of Technology Awards.
4. Organise hosts and activity programmes for visiting Group Study Exchange and Rotary Friendship Exchange teams.

10.2.3 Manage Club's participation in District initiatives

1. Rotary Youth Leadership Award
2. Rotary Leadership Institute.

10.2.4 Guest speaker on vocational issues

Assist the Club's Programme Organiser by identifying at least two potential guest speakers per year.

10.3 Group Study Exchange (GSE) - Outbound

The GSE programme is funded by The Rotary Foundation and is a unique cultural and vocational exchange opportunity for young business and professional men and women between the ages of 25 and 40 in the initial years of their professional life. Each year District 9930 has traditionally taken part in the programme where exchange visits are arranged between our Rotary District and a partner District in some other part of the world.

The team usually consists of four or five members and is led by a senior Rotarian. The exchange visit normally lasts between four and six weeks. The timing of the outward visit will vary from year to year and the visit generally coincides with the District Conference of the host District.

The prime purpose is to enable the young team member to experience their vocation or discipline in a different country. GSE teams in the past have consisted of a variety of vocations, but it is proposed by Rotary International that from 2014 the teams will consist of members from a single vocation.



The District 9930 GSE Committee calls for nominations for both team leader and team members at an appropriate time. In both cases, the nominated members will be required to undergo a selection process arranged by the District GSE Committee. The Board will decide if the Club will be involved in this programme in a particular year. If yes, the Club's responsibilities when nominations are called for include:

1. Seeking nominations through members of the Club.
2. Canvassing appropriate businesses, departments and institutions within Rotorua for nominations.
3. Arranging a selection nomination panel from within the Club if that is considered necessary.
4. Offering any excess of suitable candidates to other Rotary Clubs in Rotorua, for them to nominate and support.

Information on organising Group Study Exchanges is given at www.rotary.org/RIdocuments/en_pdf/165en.pdf

10.4 Group Study Exchange (GSE) - Inbound

10.4.1 Responsibilities of the Club

The District Committee responsible for GSE makes the arrangements and approves the itinerary for any GSE Team visiting the Rotary District. Rotorua is always included in the itinerary, and each of the Rotary Clubs in Rotorua takes a turn at being the host for the visiting GSE team.

When it is our Club's turn to act as host, the members of the Club host four or five non-Rotarian business people and professionals between the ages of 25 and 40, plus the Rotarian team leader. Each team member is billeted with a Rotarian host family for around a week. The responsible member of our Club should consider creating a sign-up sheet where Rotarians can commit to hosting for specific dates and lengths of time.

To ensure the success of an inbound GSE visit:

1. Prepare the itinerary at least two months before the GSE study tour.
2. Match GSE team members with hosts who have similar professions, hobbies, or interests.
3. Limit the number of workplace and sightseeing visits so that GSE team members can absorb life in our area without rushing from place to place.
4. Allow the GSE team members to spend adequate time with their host family.
5. Provide for at least a half day free in the middle of each week and one free day each weekend for team members to relax. Free time means that no activities are planned for the team either by the host Club or by host families.

It is customary to hold one combined meeting of all five Rotary Clubs in Rotorua to give the visiting team the opportunity to make their formal presentation. The host Club makes the arrangements for this combined meeting and may seek financial contributions from the other Clubs if additional venue or other expenses will be involve.

The most important role for the Club is to arrange vocational and cultural experiences for the GSE team members. Each team member should participate in:



1. At least one full day of vocational visits to workplaces which have some aspects in common with the vocation of the GSE team member.
2. Three or four formal visits and social events with some vocational interest.
3. One day of sightseeing organised by the Club, with some additional visits to places of interest with their host families. The host families should be informed of the programme for the full day of sightseeing so that they do not duplicate already planned group visits.
4. About four hours per day of free time with the host families.

About halfway through the GSE visit there should be a debriefing with the visiting team where any concerns can be discussed. What is going well? What can be improved? Enough free time? Are the vocational visits suitable? Can the host Club address any issues?

There is more information about hosting a GSE Team and in particular about who pays for what at www.rotary.org/ridocuments/en_pdf/165en.pdf.

Margriet Theron has organised and guided a number of full-day sightseeing visits for GSE teams and can provide sample programmes. Bryce Dunn and Don MacFarlane have experience in coordinating inbound GSE visits.

10.5 Rotary Youth Leadership Award (RYLA)

RYLA is designed for young adults who are interested in developing their leadership skills and contributing to their communities. It is available to 18 to 25 year olds who have left secondary school and are working or undertaking tertiary study. It is a one-week residential course including team building, workshops and lectures, usually held in mid-April each year. The venue for the past few years has been Camp Epworth at Lake Karapiro. The University of Waikato has been involved in developing and running the programme.

The price per participant in 2012 was \$600. This is subsidised by the University of Waikato. Each Club is asked to pay this amount and collect \$100 from the participant or their employer.

A member of the Vocational Committee is appointed to act as RYLA liaison officer with the District, to seek nominations and organise the selection process, and to look after the awardees.

1. The RYLA AGM is usually held at the end of October when the date of the next course is confirmed. In September, find out the date of the AGM from the RYLA District Chairman; any Club member may attend the AGM.
2. Information on the next course and application forms are usually sent to the Clubs shortly after the AGM in November. The RYLA liaison officer tells the Club Secretary to inform the Club. Information and application forms are on the District website.
3. The RYLA camp is held in April and applications usually close at the end of February. Call for applications at Club meetings very early in the year. Rotarians who are employers are encouraged to see RYLA as a training opportunity for their staff. Potential applicants should be made aware that they will be expected to pay \$100 and speak to the Club about their experience.
4. Applicants are interviewed by the Vocational Director and the RYLA liaison officer and a recommendation is made to the Vocational Committee and the Directors. District



provides interview questions to assist. The Club supports one or even two candidates if applicants are of a high calibre.

5. Applications signed by the Vocational Director are forwarded to the District RYLA Committee who then takes over the process and communicates with the applicants directly, advising them of acceptance or otherwise and of arrangements for the camp. Advise the Treasurer to expect an account from District for the fees.
6. Contact the awardees two weeks before the camp to arrange transport to the camp and back and advise District if any Club members will attend the final dinner in Hamilton. The cost of the dinner for members was \$50 in 2012.
7. Arrange with the Programme Organiser for the awardees to speak to the Club on their experience after their attendance at the RYLA camp.

10.6 Waiariki Institute of Technology Awards

1. The Club makes annual awards to Waiariki Institute of Technology students in Forest Management and Hospitality Management. The award lunch takes place in March.
2. The Forestry Award is for the Rotorua student with the best academic performance in their final year of the Diploma in Forest Management.
3. The Hospitality Management Award is for the student with the best academic performance in the first year of the Hospitality Management Diploma.
4. A member of the Vocational Committee is appointed to be the Club's liaison person with Waiariki on these awards.
5. Towards the end of the calendar year the liaison person contacts Waiariki to remind them of the awards. At present, Jeremy Christmas (forestry) and Thomas George (hospitality management) are the contacts at Waiariki. If they do not respond, phone the Directors of the two Schools and ask who the contact persons for the current year are at Waiariki.
6. Final academic results for the previous year have to be compiled before the Club can be informed of the names of the winners. Ask for the names in late January.
7. Invite the winners of the awards plus their lecturers and other supporters to a Club meeting in March. The Club pays for the awardees and one supporter each. Make this clear in the invitation, stating the cost of the lunch. Suggest that partners and parents would be most welcome at the meeting.
8. Negotiate a date for the awards early in the year with the Programme Organiser and inform the Bulletin Editor and the President four weeks before the event about the special nature of the Club meeting on that day.
9. Prepare a certificate for each awardee. In the long term the certificates are of greater value to the awardees than the cash prizes, so ensure that they are well designed and printed on heavy, high quality paper. Roger Gordon has a template for a suitable certificate.
10. The individual cash award is for the sum of \$250. Obtain the cheques for the awardees from the Club Treasurer at least a week before the award ceremony.
11. Ensure that the awardees and their lecturers know that they are the guest speakers at the Club meeting. Each of the two lecturers in turn say something about the course taken by the awardee and about the special qualities of the awardee. Each lecturer is followed by their awardee. Total speaking time is about 20 minutes, with about three minutes for each lecturer and seven minutes for each awardee.



12. The President hands over the certificates and the cheques to the awardees after all speeches have been made.
13. Ensure that photographs are taken of the awardees, their lecturers and the President, and that a brief article is sent to The Daily Post.

10.7 Police Person of the Year

10.7.1 The purpose of the Award

Through this award the Rotary Club provides a platform to allow the Rotorua public an opportunity to acknowledge and express their gratitude towards the local Police. This is done by the local residents voting for a worthy Police Officer whom they consider has carried out his or her duties in the line of service above and beyond expectation.

10.7.2 The process for making the Award

The process of residents voting for their preferred Police Officer is through a nomination form with a defined closing date contained in an advertisement in The Daily Post. The placement of these advertisements and the nomination form precedes the annual Police Pay Parade which is generally held in December.

All the returned forms are collected and held until a meeting of a selection panel appointed by the Club.

During the Police Pay Parade the successful Officer receives from the Rotary Club two engraved plaques. The larger plaque remains on display in the Police Station during the year while the smaller plaque is for the Officer to keep.

The parade is not always held in public, but members of the community are invited to attend. The Club President attends to speak and to make the presentation on behalf of the Rotary Club.

After the Pay Parade, on a convenient date, the successful Police Officer attends a Rotary luncheon meeting, and is presented with a cheque for \$250 for donation to a charity of his or her choice.

10.7.3 Eligibility for the Award

The Award is open to constables, non-commissioned officers and non-sworn staff in the Rotorua Police Area.

10.7.4 Nominations

The nominations for the Award must be in writing on the designated nomination form as published in The Daily Post. An example of the form is held in the Police Person Award file. The completed form may be accompanied by supporting papers or a CV.

10.7.5 Selection criteria

The Award is for ongoing work or performance of duty, and not for a one-off event such as an act of bravery or a high profile arrest. The meritorious work or performance will be judged over the calendar year under review.

10.7.6 Selection panel

The selection panel consists of:



1. The President of the Rotary Club of Rotorua as Chair (or his or her nominee)
2. The Rotorua Area Commander (or his nominee)
3. The Mayor of Rotorua (or his nominee)
4. A non-Rotarian community representative
5. Any other co-opted person such as a sponsor, at the discretion of the panel.

The selection panel will not interview any of the applicants. The panel's decision is final and no correspondence will be entered into.

10.7.7 Sequence of events

1. During the month of August each year the Club's convenor for this Award contacts the parties to be involved. It is important at this early point that no firm date is mentioned or set until the Police Area Controller decides what date the Pay Parade is to take place. It is the Police Area Controller alone who sets the date for the Pay Parade.
2. The Rotorua Mayor is invited to join the selection panel and he attends the Pay Parade on behalf of the Rotorua residents.
3. The Rotorua Area Controller is asked if the Rotary Club can proceed with such an Award to acknowledge a local Police Officer during the annual Police Pay Parade. At this point the Area Controller is asked for a tentative date for the Pay Parade.
4. The Editor of The Daily Post is asked if the paper is able to once again donate advertising space towards a local Police Award. Generally about 12 to 15 advertisements are placed starting about one month out from the date of the Pay Parade. The nomination forms are returned to the Club's address.
5. Promotion of the Award through local community radio stations is encouraged.
6. The Club President is kept informed of progress and dates.
7. Rotary members are informed of the upcoming event.
8. The larger Award plaque is collected from the Police Station to be engraved with the new recipient's details. A smaller plaque, similar in appearance, is purchased ready for engraving by Knox Engravers Rotorua.
9. When a Pay Parade date has been set the Mayor is informed, although regular emailing with updates to possible dates is preferred. The Mayor normally hosts a morning tea in a Council Committee Room for the selection panel to make their selection. This meeting is generally held about a week out from the Pay Parade.
10. The nomination forms are given to the Club President to take along to the meeting of the selection panel.
11. The President confidentially informs the Rotary convenor of the Award of the outcome of the selection so that the plaques can be engraved.
12. The engraved plaques are collected and given to the Club President prior to the Pay Parade ceremony.
13. The Club President presents the award at the Pay Parade and makes a brief speech.
14. The Club Secretary writes letters to the Editor of The Daily Post thanking the paper for its contribution, and the Mayor and the Police Area Controller for their assistance.



15. A date is arranged for the recipient of the Award to attend a Club meeting to give a speech and to receive \$250 from the Club in the form of a cheque made out to a charity chosen by the recipient.
16. As the Police Area Controller is very busy it is suggested, should the Club have a Police Officer as a member, that they provide liaison between the Club and the Area Controller and also collects the larger plaque to be engraved from the Police Station.

10.8 Rural/Urban evenings

10.8.1 History

Rural/Urban evenings were conceived when Rotorua City and County Councils were governed separately by what is now the Rotorua District Council. Owhata and Ngongotaha were then part of the County. The intention was to foster understanding between the two different communities. The evenings became an annual event, usually in the winter months when farming activities were less demanding. Areas visited in the past have been Mamaku, Horohoro, Upper Atiamuri, Waikite, Rerewhakaitu, Reporoa and Mihi, with one visit to a marae at Rotoiti. One purpose of the evenings was to raise funds for a local school or community project. It was deemed to be part of the Vocational Committee's responsibilities.

10.8.2 Liaison with the rural community

Initial contact is made by the Rotary Club with a rural school, kindergarten or community group interested in a fundraising project. A liaison person from the rural community works with Rotary as to the venue which is usually a community hall. The local community supplies and organises the meal while Rotarians, partners and friends pay an agreed meal cost which is somewhere near what Rotarians pay for normal dinner meetings. The local committee take all the profits including the bar profits.

10.8.3 Format of the meeting

It is important to note that this is a joint or combined meeting with the local community and NOT just another Rotary meeting held in the country. In the past it has been the practice to hire buses to travel to more distant locations. This provides an additional opportunity for Club fellowship.

It is the responsibility of the Vocational Committee to take the Rotary wheel, flags, badge box and any other regalia to the meeting venue.

The programme for the evening varies between venues and is planned in consultation with the hosts while it is understood that the evening is fundamentally a Rotary meeting. A semi-formal Rotary meeting is held to showcase how Rotary works. Rotary business of less interest to the local community is kept to a minimum.

A local farmer – quite often an auctioneer - and the Rotary Club Sergeant alternate with fining members of the local community and Rotarians with larger fines than the normal \$2 Rotary fine. This is a fun part of the evening. Farming produce such as meat and vegetables may be supplied by locals to be auctioned or raffled. The auctioneer may be a professional auctioneer found among the local community, who drags in more bids than the true bid!!

It is usual to have a guest speaker who may be a local identity versed in the local history, or someone able to speak on a subject suitable for both groups.

The evenings are for members and partners and the intention is that Rotarians take the opportunity to mix with the locals to foster goodwill, understanding and mutual respect



between the rural and urban communities. These are fundraising evenings and Rotarians are typically very generous with their support.

Because the local school or kindergarten is the hub of any rural community they are the best place to centre the project. It has proved to be a good opportunity for the schools or kindergartens to raise funds for various needs. School or kindergarten volunteers arrange the dinner, drinks and entertainment accompanied by any desired fundraising activities.

10.9 Vocational visits

Vocational Service and the classification scheme are two of the cornerstones on which Rotary was founded and they distinguish us from many other social and service clubs.

It has therefore been customary for the Club to make a vocational lunch-time visit to an industrial site, factory or business enterprise that may be of interest to our members. It is appropriate to undertake the vocational visit during October which is Rotary International's Vocational Service Month. Such a visit is normally in lieu of the normal Monday Rotary meeting. Such a business might be:

- A new business or enterprise
- An old established business with a new facet
- A business with some novelty factor.

In recent years the Club has visited the Waipa Sawmill, the Fire Service Training Establishment, the Damar paint factory, a sports equipment factory, Scion (formerly the Forest Research Institute), the new buildings at the Rotorua Hospital, the new Justice Remand Centre for Youth offenders, and a new cell block at the Rotorua Police Station.

The following guidelines can be used to organise these visits:

1. Identify the establishment that the Club wishes to visit.
2. Seek the approval of the management to host the visit.
3. Find a time for the visit in the Club's programme, in collaboration with the Programme Organiser.
4. Decide on and advise Club members of travel and parking arrangements for the visit.
5. Establish approximate numbers of Rotarians attending in the weeks leading up to the visit. Advise the host of numbers a few days before the visit.
6. Consider having a member of the host business speak to the whole group, briefly, before breaking into smaller groups to tour the business.
7. Ensure that the hosts can supply enough tour guides to escort small groups of Rotarians through their business.
8. Endeavour to use the host's cafeteria or similar area where Rotarians can have lunch. Agree with the host on the timing for the introduction, the tour, and the lunch.
9. Ensure that the Sudima Hotel is advised at least one month in advance that we will not be in attendance on the day of the vocational visit.
10. Order sufficient boxed lunches from the Sudima Hotel for all of those who will be attending, including the hosts. Ensure that a member of the Vocational Committee will pick up the lunches and take them to the business being visited.



11. Liaise closely with the host business before and on the day of the visit. Discuss any safety briefings or appropriate clothing such as sturdy shoes that may be required.
12. Observe the normal courtesies of introductions and thanks, and keep normal Rotary business to a minimum.
13. Send a written message of thanks to the host at the business after the visit.

10.10 Rotary Leadership Institute (RLI)

Established in 1992, Rotary Leadership Institute (RLI) is an unofficial programme of Rotary International. It has the substantial support of a number of past Rotary International Presidents and current, past and incoming RI Directors.

RLI strongly believes that a good Rotary Club leader must know the evolution of Rotary, its current status and activities in the world and have a vision for what Rotary can be in the future. Therefore the Rotary RLI offers fun, interactive fast-paced courses which are designed to provide Rotary knowledge and develop leadership skills and foster a pool of enthusiastic Rotarians capable of taking future leadership roles in Clubs and Districts.

Attendance as an RLI course is as relevant to newly-inducted Rotarians eager to learn about Rotary as it is to more experienced Rotarians about to take a leadership role in his or her Club.

The course consists of three different one-day discussion based workshops, in both Rotary knowledge and leadership skills especially for voluntary organisations. These can be taken at the Rotarians' own pace. The programme for each of the three days builds on and expands the core topics of the previous session. The courses are conducted by experienced and specially trained Rotarians from within the District.

The topics covered include:

1. Leadership: characteristics, goals. team building and public relations.
2. Effective communication.
3. The Rotary Foundation.
4. Membership recruitment and retention.
5. Service projects.
6. International service.
7. Ethics and vocational service.
8. Rotary opportunities.
9. Rotary beyond the Club.
10. Analysing a Rotary Club.
11. Making a difference.

Enthusiastic RLI graduates return to their Clubs with fresh ideas, new contacts and an increased understanding of their potential as Rotarians and the excitement of Rotary service.

RLI courses are organised by the District RLI Coordinator, with the assistance of other RLI members from both within and outside our own District. The contact details of the District RLI Coordinator can be found on the District website.



Each Rotary Club is encouraged to nominate at least two RLI candidates annually.

The cost of each part of the course is between \$80 and \$100 per member to cover course materials, morning and afternoon tea, and lunch. It is expected that the cost of the course will be paid by the member's Rotary Club.

For further information see the RLI web site: www.rli.rotarysouthpacific.org.



11 Youth Director

11.1 Role of the Youth Director

The Youth Director chairs the Club's Youth Committee. The role of this Committee is to devise policies, procedures and activities that support the development of youth through the ideals of Rotary.

11.2 Responsibilities and activities

11.2.1 Manage the Club's participation in local, District and Rotary International youth initiatives

1. International Youth Exchange.
2. JR McKenzie Trust.
3. Rotary Youth Programme of Enrichment.
4. Rotary Australia New Zealand Student Exchange
5. Other youth programmes as the Committee should decide from time to time.

11.2.2 Organise annual activities with local secondary schools

1. Head Prefects' Lunch
2. Secondary School Speech Competition.
3. Science Summer Schools in Auckland and Waikato.

11.2.3 Identifying at least two potential guest speakers per year

11.3 Youth programme for the year

Month	Project	Action required
June	Science Schools	Information received from the District Committee
July	International Youth Exchange	One day orientation organised by District. Inbound students from Northern Hemisphere arrive.
August	Science Schools	Applications returned to Club.
August	Rotary Australia NZ Student Exchange (RANZSE)	Nominations to District Committee.
August	Science Schools	Interview students for both science summer schools.
September	Science Schools	Seek approval from Directors for nominations and arrange cheques.



Month	Project	Action required
September	Science Schools	Applications to District Committee with cheques.
September	IYE	Orientation by District.
September	RYPEN	Confirm numbers, programme, helpers and organise rosters.
October	IYE	Write to schools about IYE and RANZSE for inclusion in school newsletters.
October	RANZSE	Selection by District.
November	High school events	Advise schools of dates of events if known before the end of the school year
December	IYE	Third orientation by District.
December	Waikato Science School	Held at Waikato University.
January	IYE	Outbound students leave; inbound students from the Southern Hemisphere arrives.
January	RANZSE	Outbound students leave for Australia except for Queensland whose students come here first.
January	National S&T Forum	Science summer school held in Auckland.
February	High school events	Set dates and advise schools.
February	Head Prefects' Lunch	Begin making arrangements.
February	Speech Contest	Obtain topic from Immediate Past-President.
February	IYE	Returnees debrief; arrange for our returnee to speak to the Club.
February	IYE	Repeat contact with schools seeking applicants.
February	RANZSE	Write to schools re applications for next year.
March	IYE	Applications close; interviews conducted.
March	Head Prefects Lunch	Hold the lunch
March	RYLA	Club invoiced.
April	Science Schools	Arrange for students who attended to speak to the Club.
April	RANZSE	Applications close; interviews conducted.
April	Speech Contest	Arrangements underway with schools, adjudicator and hotel.
May	IYE	Selection by District; students and parents interviewed.
June	RANZSE	Selection process completed.

11.4 Science summer schools

11.4.1 Background

Rotary District 9930 supports and selects candidates to attend two separate Summer Science Schools.



- Hill Laboratories Waikato University Science Summer School, Hamilton
- Rotary National Science and Technology Forum, Auckland.

The aim of both programmes is to provide Year 12 students, who will return to their schools for Year 13, with experiences in a wide range of science subjects available at:

- The School of Science and Technology at Waikato University
- The University of Auckland
- AUT University
- Manukau Institute of Technology
- Massey University (Albany)
- RMIT University (Melbourne).

The Waikato School is usually held over six days in early December each year. The Auckland Forum is usually held in mid- to late January each year. Accommodation is provided at both science schools.

Applications must be lodged through a Rotary Club. Final Selection by the District Committee is based on academic achievement and personal qualities. The 2012 fees were \$450 for Waikato and \$1,450 for the Auckland Forum, excluding travel costs.

11.4.2 Time-line

Late July	Detailed information posted to schools and Rotary Clubs.
Late August	Applications close with Rotary Clubs, who then arrange interviews and make selections,
Early September	Applications and Club recommendation of those selected must be received by the respective District Coordinator, together with a cheque for the appropriate course fee.
October	District advises if applications have been successful.

11.4.3 Further information

A District 9930 Co-ordinator is appointed each year, from whom further details can be obtained. Contact details are given in the District Directory.

11.5 Rotary Youth Programme of Enrichment (RYPEN)

RYPEN is a weekend camp for year 10 students run by all Rotorua Rotary Clubs together with the NZ Army Territorials. Applications are sought through schools in August with the camp usually run in late October. The camp is aimed at 14 to 15 year old young people of both genders who would benefit from team building and outdoor activities to gain self-confidence, and from listening to motivational speakers. Students are transported to the camp at Ngamuwahine. Members of the Club are asked to work as volunteers at the RYPEN camp which is held over a weekend.

The cost for the weekend is covered by the five Clubs which usually contribute \$1,000 each. Applications forms are sent to high schools and have to be lodged by early August each year.



11.6 Head Prefects' Lunch

11.6.1 Purpose

To enable the Head Prefects from the local high schools to share their aspirations for their year as Head Prefect and in the future.

11.6.2 Schools invited to the Head Prefects' Lunch

1. John Paul College
2. Reporoa College
3. Rotorua Boys' High School
4. Rotorua Girls' High School
5. Rotorua Lakes High School
6. Rotorua School for Young Parents
7. Western Heights High School.

11.6.3 Arrangements to be made for the lunch

1. Consult with the Principals by the end of November and set a date for the lunch, late in Term 1 or early Term 2.
2. Before the end of the school year advise schools of the date and time.
3. Confirm the date and time of the lunch with the schools within the first month of the school year. Advise the Club's Programme Organiser.
4. At that time, advise schools of the following:
 - a. Each school will have four minutes. If more than one Head Prefect wishes to speak, the time can be shared between them (for example, a Head Boy and a Head Girl may wish to speak).
 - b. Head Prefects are invited to share with the Club their aspirations and expectations for their year as school leaders.
 - c. The invitation is for the Head Prefects of each school. For co-ed schools this will be the Head Boy and Head Girl. Rotorua Girls' High School and Rotorua Boys' High School may choose to bring another student leader to support the Head Prefect. If a Head Prefect is not available a Deputy may attend instead.
 - d. The Club will pay for lunch for two student leaders and one principal or member of the staff from each school. Additional supporters are welcome but \$15 will be payable to cover the cost of lunch.
5. Two months before the lunch, advise the Sudima of the special event and that the Club will require a larger meeting room that day. Check that confirmation of numbers a week before the meeting will be acceptable.
6. Contact the schools a month prior to the lunch to check that all arrangements are in place and to ask them to make a list of those attending.
7. A month before the lunch, advise the Bulletin Editor that the meeting is the Head Prefects' Lunch, and provide the names of the Club members who will introduce the Head Prefects and thank them.
8. Remind the President and the Sergeant that there will be no Club Speaker or fining session on the day of the Head Prefects' Lunch.



9. A week before the lunch contact the schools to confirm numbers.
10. Partners of Club members are invited to the lunch. Remind members of this through the Bulletin and at the Club meeting two weeks before the lunch. Confirm numbers of partners at the meeting before the Head Prefects' Lunch.
11. Confirm total number of guests with the Sudima a week before the lunch and check again that a larger room will be set up.
12. Allocate a member of the Club to look after each school at the lunch and ask them to sit with their school.
13. Arrange a timekeeper to ring the bell at three and a half minutes and again, more loudly, at four minutes. Ensure that all the speakers know that it is essential to keep to time limits.

11.6.4 Run sheet for the lunch

12.30pm	Meeting begins with the quote of the day, grace and lunch.
12.55 pm	President opens the meeting and deals briefly with Club business.
1.00 pm	Head Prefects' addresses introduced with a reminder about timing and the need for timeliness. Announce the order of speaking. The example of a timetable below allows for a minute of transition between the schools.
1.05 pm	John Paul College
1.10 pm	Reporoa College
1.15 pm	Rotorua Boys' High School
1.20 pm	Rotorua Girls' High School
1.25 pm	Rotorua Lakes High School
1.30 pm	Rotorua School for Young Parents
1.35 pm	Western Heights High School
1.40 pm	Vote of Thanks and handing back to the President
1.45 pm	Meeting closes.

11.6.5 After the meeting

1. Try to talk briefly with each of the schools before they leave.
2. The Bulletin Editor may want to take some pictures at this time.
3. Seek and record feedback or comments from members and the schools for the attention of the Youth Director and the Board.



11.7 Youth Driver Directions programme

11.7.1 Background

Youth Driver Directions is a practical driving programme giving young drivers valuable driving skills and experience at the Taupo Motorsport Park. The programme is run four times a year during school holidays and is aimed at helping learner drivers gain more experience and increase their skills in a safe open environment. The Driver Directions programme is free to students under 18 years who hold a learner or restricted licence. Parents or caregivers must remain with their student for the entire day and will be responsible for all their actions.

Youth Driver Directions is a collaborative community programme coordinated by the Rotorua District Council and supported by NZ Police, NZ Fire Service, St John, Jackson's Driver Training, Big Alz Driving School, Taupo Motorsport Park and the Rotary Clubs of Rotorua.

11.7.2 Activities learnt during the day

- Braking
- Parking, reversing and low speed manoeuvres
- Emergency reactions and crash avoidance
- Various judgment exercises
- Stopping distances on the race track
- Intersection management and traffic signals
- Practical skills for owning a car
- Changing a tyre, checking fluid levels, warrant and registration requirements.

11.7.3 Eligibility criteria

Participants must:

- Hold a learner or restricted licence
- Supply their own car and an accompanying caregiver over 30 years
- Abide by the Motorsport Park's rules for use.

11.7.4 Rotorua Road Safety Youth Expo

The Expo aims to change attitudes and improve the choices which young drivers make in relation to cars, peer pressure and alcohol on our roads. Local speakers share tales of tragedies they have experienced either in the workplace or personally. The Expo is delivered to Year 10 high school students and alternative education providers. It includes two parent evenings open to the entire community.

Rotorua Rotary Club members provide valuable assistance staffing the Expo throughout the week.

11.8 Secondary School Speech Competition

11.8.1 Organising the competition

The Club's Secondary School Speech Competition was first held in 1965. Every year, there is a keen contest among the local secondary schools for the shield. The lunch or dinner meeting at which the competition takes place is one of the highlights of the Club's year. It is therefore important that this event is organised and run to a high standard.



1. The schools that are invited to participate are: Rotorua Girls' High School, Rotorua Boys' High School, Rotorua Lakes High School, Reporoa College, John Paul College, Western Heights High School, and the School for Young Parents.
2. Set a date with the Principals during Term 1. The competition is usually held in August. Decide if the competition will be held during a lunch or dinner meeting. If the event is to be held in the evening, ensure that the date does not clash with an Inner Wheel meeting. Inform the other Rotorua Rotary Clubs and Inner Wheel when the date has been set.
3. Obtain the speech topic from the Immediate Past President.
4. Advise the schools of the date and the topic for the competition early in Term 2.
5. Arrange an adjudicator for the competition and confirm the competition's rules and judging criteria with the adjudicator. Make it clear that the audience and the participants will expect feedback from the adjudicator before the winner is announced. In the past, Speech NZ examiners and Speech Competition adjudicators have been good judges of the speech competition.
6. Again remind the schools of the competition by sending them the topic and date, as well as the agreed rules and judging criteria.
7. The rules are:
 - a. Each school enters one contestant.
 - b. Contestants will be given the rules and judging criteria.
 - c. The Club pays for the meal of the contestants and the principal or one staff member from each school. Additional supporters are welcome but they will be asked to pay for their own meals.
8. Six weeks before the competition, advise the Sudima of the date and time of the event and request a larger room. Ask when the hotel will need to have numbers confirmed.
9. Contact the schools a month prior to the date to check that they are organised to attend.
10. Get the shield back from the school who won the previous year and arrange for the shield to be engraved and given to the winning school after the competition.
11. Seek approval from the Directors for the prize money. Each contestant gets a \$50 bookshop voucher and the winner gets a further \$50 voucher and a miniature shield to keep. The winning school gets the shield for one year. The adjudicator also gets a \$50 voucher. Purchase these at least a week before the competition.
12. Four weeks before the competition, advise the Bulletin Editor of the date and time of the meeting, and who will be the Master of Ceremonies to introduce the contestants and run the meeting. The President does the vote of thanks, and there is no Club Speaker or fining session.
13. Two weeks before the competition, contact the schools to confirm numbers attending and the names of the contestants.
14. Invite partners, the other Rotary Clubs and Inner Wheel, and get numbers of attendees two weeks before the competition; advise the Sudima.
15. Advise the Sudima of anticipated numbers and check that the appropriate room will be available and set up correctly. The Sudima has a function checklist which is helpful.



16. Prepare certificates for each of the contestants.
17. Ensure that a Club member is allocated to look after each school and to sit at their table.
18. Set up a small table for the adjudicator and timekeeper towards the back of the room, before the meeting starts, so that they can do their marking and timekeeping. Arrange for the timekeeper to ring the bell at four and five minutes or as required by the rules. Timeliness is essential and affects the outcome of the contest.
19. Ensure that photographs are taken and submitted to The Daily Post with a brief article about the competition and the winner.
20. At the end of the last speech, the judge has a few minutes to complete the evaluation of the last speaker and to decide on the winner, taking the time taken by each contestant into account. During this time, the President hands over the participation certificates.
21. The judge provides feedback on the speeches. Although the remarks should not be personalised, they should be specific enough to help the audience and the contestants to understand how the winner had been decided.
22. Only the winner is announced, not runners-up. The shield is presented to the winner by the President.
23. Prepare a report on the competition and any recommended changes to the procedure. Include any feedback about the evening from the contestants, Club members and the audience.

11.8.2 Run sheet for the competition

The following is a suggested run sheet for a speech competition held at an evening meeting. The completion can also be held during a lunchtime meeting, but then time management becomes even more important.

- | | |
|---------|--|
| 6.00 pm | Drinks and social time before dinner. Meet all contestants and outline their speaking order which is randomly selected prior to the meeting. Show them the room set-up and explain how the timing will be managed. |
| 6.30 pm | Meeting begins with grace and dinner. |
| 7.10 pm | After dinner, the President opens the meeting and deals briefly with business. |
| 7.15 pm | The Master of Ceremonies outlines how the competition will be run and the rules and announces the topic and the speaking order. |

Each speaker is introduced by their name and the name of their school.

There will be a one minute gap after each speaker for the judge to complete his/her evaluation. During this time, the MC might make some light-hearted remarks.

The timekeeper sounds the bell at four minutes and again at five minutes and keeps note of the actual time taken by each speaker.

- | | |
|---------|---|
| 8.15 pm | Contestants have completed their speeches. The judge is invited to make brief general comments on the speeches with no individual feedback or evaluation. The judge may agree to provide feedback afterwards on an individual basis. All contestants are called up and given a participation award and voucher by the |
|---------|---|



President. The winner is announced by the judge. The President presents to the winner the shield to be held by the school and an additional \$50.

8.30 pm Vote of thanks to the contestants and the judge by the President. Meeting is closed by the President.

11.8.3 Timing

Each participant will speak for a target time of five minutes. A signal will be given at four minutes and again at five minutes. The contestant must stop speaking at five minutes or penalty points will be deducted: 10 points for every 30 seconds over time.

11.8.4 Judging criteria

The judging criteria and the weight given to each criterion are given on the next page.

The following page has the marking schedule used by the judge.



Criterion	Marks
DELIVERY (MAXIMUM 20 MARKS)	
PRESENCE: confidence, poise, manner, personality	5
VOICE: appropriate volume, fluency, clarity, pitch, pace and pause	5
GESTURES: appropriate to the speech and effective use of facial expressions and use of hands and body	5
NOTES AND EYE CONTACT: unobtrusive use of notes if used, maintain good eye contact with all the audience	5
CONSTRUCTION (MAXIMUM 30 MARKS)	
INTRODUCTION: effective opening, capture audience attention and establish major theme of the speech	10
CONCLUSION: emphasises major theme in the speech leaving a clear concise message or point	10
STRUCTURE: effective opening, logical development and successful conclusion; good linkage; climaxes	10
CONTENT (MAXIMUM 25 MARKS)	
MATERIAL: suitable for the subject, relevant examples, original,	10
DEVELOPMENT: ideas presented, supported and explained in a clear logical order	10
VOCABULARY AND WORD PICTURES: use of descriptive words and phrases; word pictures; grammar	5
CONNECTING WITH AUDIENCE (MAXIMUM 10 MARKS)	
IMPACT AND RAPPORT: established rapport with audience, captivated, informed, persuaded, amused and entertained as appropriate	10
STYLE (MAXIMUM 15 MARKS)	
DID IT WORK? Overall impression - did the speech achieve the purpose intended by the contestant?	15
TOTAL	100



11.8.5 Marking schedule

Contestants	Max marks	A	B	C	D	E	F	G
Presence	5							
Voice	5							
Gestures	5							
Notes and eye contact	5							
Introduction	10							
Conclusion	10							
Structure	10							
Material	10							
Development	10							
Vocabulary and word pictures	5							
Impact and rapport	10							
Did it work?	15							
Total score	100							
Adjustment for time: deduct 10 marks per 30 seconds over 5 minutes								
Final scores								
Ranking								



11.9 International Youth Exchange (IYE) – Inbound

11.9.1 Responsibilities of the Club

The Club should have the approval of Club members to host an IYE student for the following Rotary year. There should be at least two (and preferably four) host families who have accepted the responsibility of hosting a student with two more families found as hosts before the student arrives in New Zealand. A small Inbound IYE Group appointed by the Youth Committee oversees the programme of hosting the student. Remind members to become involved during the year and that all members have the task of hosting the student for a weekend, a night or a holiday away.

The Club normally alternates between hosting an inbound student in one year and sponsoring an outbound student the following year.

11.9.2 Counsellors

The counsellors should be selected from within the Club, preferably a husband and wife team. They should be seen as independent and not be personal friends of the host families. This enables the student to be more open to discuss personal problems without appearing to be discussing or telling tales on the hosts. It is an important role of the counsellors to meet with host families to ensure that they are aware of the rules of the exchange and the requirement to advise the counsellor at an early stage of any potential problems.

11.9.3 Host families

1. A student normally has four host families during the period of their exchange.
2. It is desirable that the student has a room of his or her own, or at least share with someone of his or her own gender and age group.
3. The host parents do not need to be Rotarians.
4. The host family must undertake to supervise the school and leisure activities of the student as though he or she were their own son or daughter.
5. The safety and well-being of the student are of prime importance and they are very reliant on their host families and Councillor.
6. Religion could pose a few problems. Most students are very flexible but host families should not force an issue.
7. There is a total ban on drugs, smoking, and driving a motor vehicle, and students should not become romantically involved.

11.9.4 Police vetting

Youth Volunteer Declarations and Police Vetting Forms must be completed by every person aged 18 years or older who forms part of the counsellors' family or host families and who is living in the home. The completion of these forms must be carried out at an early stage. The Police vetting forms must be forwarded to the District Youth Protection Officer, PDG Bruce Scott. The police vetting form is forwarded to the Police for checking. The results of those checks are sent directly to the District Youth Protection Officer.

The Youth Volunteer Declaration form is forwarded to the IYE District Chairperson and will be retained by the District Committee.



11.9.5 Budget for the exchange

The cost of hosting a student should be considered well in advance. As a guideline, the costs are likely to be:

1. A monthly allowance of \$150 payable to the student in advance each month by the Rotary Club, preferably by opening a bank account in the student's name. The District recommendation is that only \$150 be paid as all students compare notes. District has no objections to Clubs paying for extras such as school trips or a ski weekend.
2. This allowance does not cover the student's out-of-pocket costs; it is simply a token towards their costs. Most students come to New Zealand with ample means of support. If host families should detect a lack of financial support from the student's home this should be discussed with the District Chairperson. The host family is under no obligation to provide the student with pocket money.
3. District events are held during the year and the student should attend these. Costs for these events are paid by the Club. Indicative amounts are: Orientation Weekend \$120, Mid-year Camp \$120, District Conference \$200 to \$300 plus some transport costs.
4. Club meeting meals for the student are normally paid by the Club. The student should be expected to attend as many meetings as possible and certainly no fewer than once a month.
5. School fees and transport to and from school are paid by the Club. School uniforms are normally paid for by the student. Often good second-hand uniforms are available from the school or host families.
6. Student tours are organised for Inbound students. These are the South Island tour in late November for about two weeks and the North Island tour in April for one week. Students are advised of the approximate cost of these prior to their arrival in New Zealand. The cost of these tours is for the student to pay. There is evidence that some students, who have financial ability to pay for tours themselves, are telling their hosts that they cannot afford the cost and are attempting to get their host Clubs to raise money to pay for the tours. District wishes to put a stop to this practice and asks that host Clubs refuse to raise funds to pay for the tours.

11.9.6 Guidelines for host families

In principle, IYE is run entirely by dedicated volunteers. This helps to keep the costs for the students and their parents down. Host families do not receive any financial compensation from the Rotary District.

The web page www.rotary.org/RIdocuments/en_pdf/749en.pdf provides useful guidelines for host families.

11.10 International Youth Exchange (IYE) – Outbound

11.10.1 Objective of Outbound IYE

1. To further international goodwill and understanding by enabling students to experience firsthand life in a country different from their own.
2. To advance their education by studying for a year in an environment different from their own and in courses not normally available to them in their home country schools.



3. To broaden their outlook by living with and meeting people of different cultures, creeds and backgrounds than their own; and by having to cope with day-to-day problems in an environment completely different from their home experience.
4. To act as ambassadors for their own country by addressing Rotary Clubs, community organisations and youth groups in their host country and by imparting as much knowledge as they can of their own country and its current issues.
5. To study and observe all facets of life and culture in the country where they are hosted and on their return to their home country to discuss their experiences and knowledge gained with Rotary Clubs, schools, youth groups and community organisations.

11.10.2 IYE in brief

1. A year's study at school abroad with the purpose of promoting international understanding and goodwill.
2. The opportunity for students to meet, mix with and participate in activities with people of their own age.
3. The opportunity to live with several families and experience the culture and language of that country first hand.

11.10.3 Selection and travel programme

1. The annual selection programme requires Club interviews to be completed and applications to be forwarded to District by 31 March. New Zealand students will leave the following January for their 12 month exchange.
2. District selections are held in May of each year.
3. Orientations are held in July, September and December.

11.10.4 Selection criteria

Outgoing students must:

1. Be aged at least 16 and under 18 on 15 January of the year of their departure.
2. Have completed at least Year 11 with above average NCEA results.
3. Be a New Zealand citizen or hold a Permanent Residence Permit.
4. Be medically fit, with no serious medical conditions.
5. Have the ability to be an excellent ambassador for New Zealand
6. Be adaptable and capable of comfortably living with up to four different host families in the host District overseas.
7. Undertake to abide by IYE rules relating to drugs, driving, drinking and dating, and accept host parent controls.

11.10.5 Cost

1. The student must have sufficient financial resources to cover the total expenditure over the year away which is around NZ\$16,000 but can vary between NZ\$14,000 and NZ\$20,000 according to the parents' and student's budget.
2. Costs are for airfares, insurance, souvenirs, gifts, clothing, optional travel, toll calls, postage, orientation and general expenses. Overall cost will depend upon country of exchange, host generosity and the student's willpower. Initial cost prior to departure



and on arrival is between NZ\$4,000 and NZ\$6,000 with the rest incurred over the year away.

11.10.6 Application process

An initial application form can be downloaded from http://www.rotary.org.nz/documents/com_433/COAD-001-YE_Initial_Applic.pdf.

11.11 Rotary Australia New Zealand Student Exchange

The Rotary Australia and New Zealand Student Exchange (RANZSE) programme is run by some Rotary Districts in Australia and all districts in New Zealand. It is designed for 14 to 16 year old students to experience a true exchange with a family in the other country. Australian students go to New Zealand and attend school with their matched student there during Term 2. Both students return to Australia and attend the Australian student's school during Term 3. Each year it alternates as to which country goes first. In 2012 there are about 50 students from Australia and New Zealand involved in the programme.

Students are matched where possible with students of similar interests in the other country. The costs of the exchange are mainly covered by the participating families. This is typically about \$3,500 to \$4000 including all costs such as air travel, travel insurance, living expenses and the week-long Safari in Australia and also New Zealand.

Sponsoring Rotary Clubs in Australia and New Zealand provide a Mentor for the inbound student and also supply a Student Exchange uniform for the outbound student. Rotary Club sponsorship is \$300 per student.

Further information is available at www.ranzse.org.

11.12 Rotaract Clubs

Rotaract is a Rotary sponsored service club for 18 to 30 year olds who are dedicated to Rotary's service ideals. Rotaractors are Partners in Service with their Rotary Club sponsors. Not only do they organise local and international service projects, but also provide a valuable pool of future Rotarians. Rotaract stands for Rotary in Action. There are 210,979 Rotaractors in 9,173 Clubs in 171 countries around the world.

Rotorua has one Rotaract Club which meets fortnightly on a Thursday. Members of the Club help on Rotary projects from time to time, and also organise their own community and fundraising projects which are supported by members of the Rotary Clubs.

A member of the Rotary Club of Rotorua is appointed as liaison person with the local Rotaract Club.

11.13 Interact Clubs

Interact Clubs are Junior Rotary Clubs for Secondary School students aged 14 to 18 years. There are 329,015 Interactors in 14,305 Clubs around the world.

The active Interact Clubs in Rotorua vary from year to year. There have been Clubs at Rotorua Lakes High School, Western Heights High School, Rotorua Girls' High School and John Paul College. Members of the Clubs help on Rotary projects from time to time, and also organise their own community and fundraising projects which are supported by members of the Rotary Clubs.



The Rotary Club of Rotorua liaises with the Interact Club at Rotorua Girls' High School and appoints a liaison person from the Youth Committee for this purpose.

11.14 JR McKenzie Funds

11.14.1 The JR McKenzie Trust

The JR McKenzie Trust Fund was established by Rotarian Sir John McKenzie in 1940. The Trust makes grants to charitable organisations, mainly in the areas of social services, health and community development. Grants made can cover a wide range of activities including operating and administrative costs, project costs, salaries, volunteer expenses, training, equipment and publications.

The Trust has a two stage funding process. Firstly, applicants complete a brief outline application designed to give the Trustees an idea of what the applicant wants to achieve. This application is forwarded to the Trust's Wellington office. Some applicants are then invited to submit a full proposal.

The Trust Board includes six District Governor Nominees, who in turn Chair their own District Committees. These District Committees provide crucial local input to the grant-making decisions, and are often required to rank the applications in their own District in priority order, as each applicant is competing for the same limited budget.

Members of the District Committee are selected from within the whole of District 9930. Their role may include reporting on the merits and *bona fides* of applicants who may not be known to the national Trust Board.

Closing dates for groups that operate in only one part of the country are 28 February and 31 May; for national organisations it is 31 August.

11.14.2 The JR McKenzie Youth Education Fund

This Trust Fund has a similar application process, but it makes grants to families and individuals. The main purpose of this fund is to assist the betterment, education advancement and physical welfare of youth in the community, particularly cases where bereavement, sickness or family circumstances leave the children in need of assistance, if they are to continue their studies. The grants are generally for school uniforms, clothing, shoes, books, assistance to students with special needs and special tuition fees.

For further information about both funds, see the Trust's website www.jrmckenzie.org.nz or email jr.mckenzie.trust@clear.net.nz



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