



Hatton Rotary
Secretary Report - Club Assembly
2024-25

Tony Frankland

My aims and objectives for 2024-25 are to continue and help our club run smoothly and effectively.
Help identify strengths and areas for improvement, and share this information with club members.

Provide administrative support for our club to operate and proceed smoothly.
Arranging Business, SGM, AGM, Assembly and handover meetings, publishing agendas and minutes for these meetings on Hatton Rotary website.
Confirming everyone implements what was agreed at the meetings.
Continue to promote the availability of Tuesday and Thursday meetings on alternate weeks, fortnightly, for members, volunteers, guests and our potential members from our community

Rotary International & District

Meeting the compliance and requirements of Rotary International with proper governance including:

- An up to date Constitution and Bylaws - provided by Rotarian Nigel Cheetham
- Requirements to ensure members are covered by insurance when undertaking Rotary functions (including risk assessment provided by Richard Brooks with help from project leaders)
- Meeting the requirements of Child Protection guidelines
- Relay information to our members

Hatton role

- Attend the district training assembly and the district conference
- Meet with the outgoing secretary and receive club records
- Meet with the incoming club officers to plan our year
- Update our club's records and member list on My Rotary
- Make sure the club treasurer has the club invoices, due in January and July
- Serve as a club officer
- Take minutes at club Business, SGM, AGM, Assembly and club Handover meetings
- Update club and officer information for the Official Directory and Rotary's records
- Manage club correspondence, including responding to emails and sending official notices and invitations
- Preserve our club's historical records
- Write an annual report for the club at the end of the Rotary year
- Assist the club president, treasurer, and committees when possible and where needed

Isebrook Hospital Gardens

- Continue with the leadership of the project
- Promote and organise monthly visits to maintain, improve and provide an area of Well-Being and calm
- Visits to March to October inclusive
- Provide an update to members, district, Isebrook and volunteers