

# District Rotaract Training Assembly RY 2022-23

## Secretary and Treasurer Workshop



**Trainer: Pei En**

## **My Rotaract Journey**

### **Prior positions I have undertaken:**

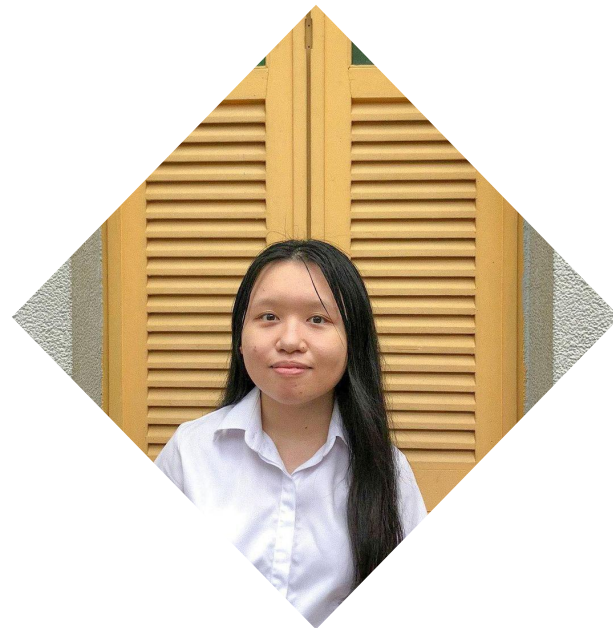
- Rotaract Club of Ngee Ann Poly (RACNP) Community Service Director for RY 20-21
- Rotaract Club of Raffles City (RACRC) Community Service Director for RY 21-22

### **Positions for RY 22-23:**

- District 3310 Rotaract Secretary
- Rotaract Club of Raffles City (RACRC) Secretary

### **Currently, I am a:**

- Year 2 Social Work + University Scholars Programme (USP) undergraduate at National University of Singapore





## Trainer: Kaylene Pillai

### Prior Rotaract Positions:

- Rotaract Club of ITE College East - VP of Vocational Service (RY18-19)
- Rotaract Club of Ngee Ann Polytechnic - Treasurer & International Service Director (RY20-21, RY21-22)

### District

- Club Service & Membership Director & DRRN (RY21-22)
- District Rotaract Treasurer & DRRE (RY22-23)

### Currently Doing:

Year 1 Accountancy Undergraduate @ NTU



# 1

## Overview of Rotary and Rotaract





## The Rotary Mission

- A. provide service to others,
- B. promote integrity, and
- C. advance world understanding, goodwill and peace
- D. through our fellowship of business, professional and community leaders



## What is Rotaract?

Rotaract is a service club for men and women aged 18 and above who are dedicated to finding innovative solutions to the world's most pressing challenges while developing professional and leadership skills.

**Rotaract stands for: Rotary in Action**

**Motto: Fellowship Through Service**



# History

First chartered Rotaract Club is on March 13, 1968: Rotaract Club of North Charlotte

From 1930s to 1950s, there were many youth organisations/clubs sponsored by Rotary Club based on Rotary principles

Many Interactors (Interact was formed in 1962) who reached the age limit of that program, were starting new types of clubs called “Senior Interact”.

In 2019, Rotaract went from being a program of Rotary International to being a membership type of Rotary International, elevating its status to resemble that of Rotary clubs.





# Types of Rotaract Clubs



## Institutional-based

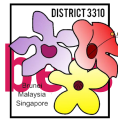
Usually taken as extracurricular activities for self and professional development through service



## Community-Based

For youths who would like to have a platform to impact changes in their communities





**We have more than 250,000 members  
in more than 10,000 Rotaract Clubs worldwide!**

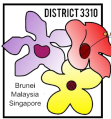


**Spread Across  
184 countries  
Grouped into  
529 districts**

# 2

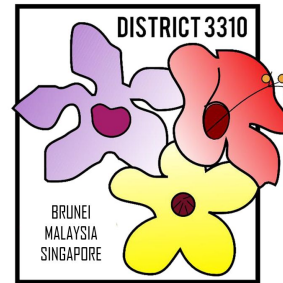
## About our District and What we do





## We belong in District 3310!

- Zone 1: Johor and Melaka
- Zone 2: Sabah
- Zone 3: Singapore
- Zone 4: Sarawak



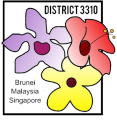
31 Active Rotaract Clubs

Over 3,000 Rotaractors and Alumnis

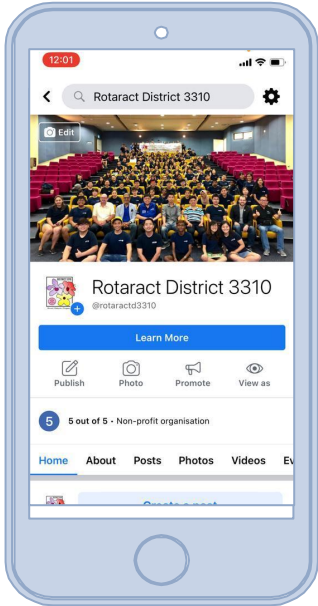




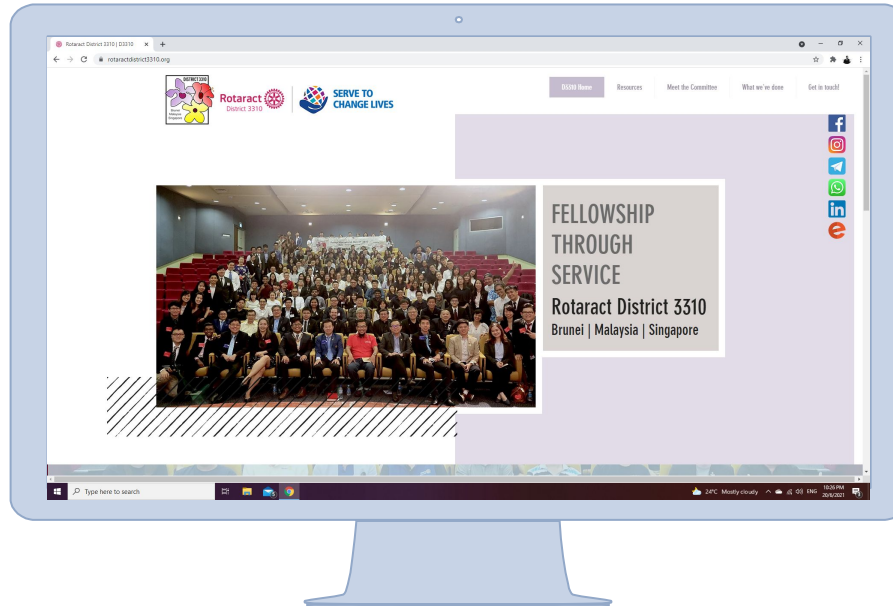
# Our Social Media Platforms!



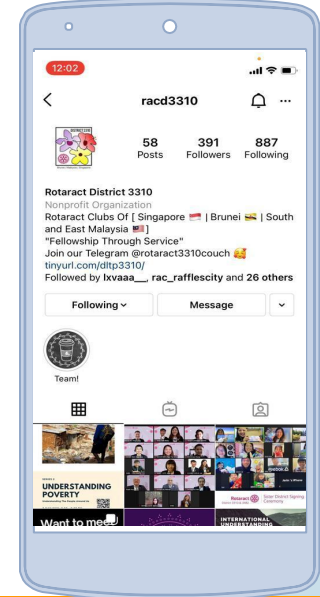
 @Rotaractd3310

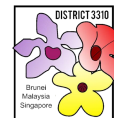


[www.rotaractdistrict3310.org](http://www.rotaractdistrict3310.org)



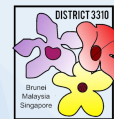
 @racd3310





Zone 1 (Johor, Malacca)	Zone 2 (Sabah)	Zone 3 (Singapore)	Zone 4 (Sarawak)
<u>Institutional-based</u> <ul style="list-style-type: none"> <li>Asia Metropolitan University</li> </ul> <u>Community-based</u> <ul style="list-style-type: none"> <li>Bandar Penggaram</li> <li>Johor Bahru</li> </ul>	<u>Institutional-based</u> <ul style="list-style-type: none"> <li>INTI College Sabah</li> <li>Institute Science and Management</li> <li>Kolej Teknikal Yayasan Sabah</li> <li>Universiti Malaysia Sabah</li> <li>UMSKAL</li> </ul>	<u>Institutional-based</u> <ul style="list-style-type: none"> <li>ITE College Central</li> <li>ITE College East</li> <li>ITE College West</li> <li>Ngee Ann Polytechnic</li> <li>Singapore Polytechnic</li> <li>Nanyang Technological University</li> <li>National University of Singapore</li> <li>Singapore Management University</li> <li>Singapore University of Technology and Design</li> <li>Singapore Institute of Technology</li> </ul> <u>Community-based</u> <ul style="list-style-type: none"> <li>Ang Mo Kio</li> <li>Bukit Gombak</li> <li>Choa Chu Kang</li> <li>North West</li> <li>Raffles City</li> <li>Singapore West</li> <li>Singapore</li> <li>Singapore City</li> </ul>	<u>Institutional-based</u> <ul style="list-style-type: none"> <li>Curtin University</li> <li>SEGi College Sarawak</li> <li>Swinburne Sarawak</li> <li>UNIMAS</li> </ul>
			<b>Cyber</b>
			<ul style="list-style-type: none"> <li>E-Rotaract 3310</li> </ul>

# District Rotaract Committee RY 2022-23



**District Rotaract Representative**

Tang Hui Wen  
E-Rotaract Club 3310



**Past District Governor,  
Rotaract Advisor**

Michael Yee  
Rotary Club of Garden City



**District Rotaract Chair**

Brian Tan  
Rotary Club of Raffles City



**District Rotaract Secretary**

Chau Pei En  
Rotaract Club of Raffles City



**District Rotaract Representative Elect & Treasurer**

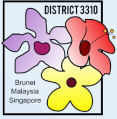
Kaylene Pillai  
Rotaract Club of Raffles City



**Immediate Past District Rotaract Representative,  
Elevate Rotaract - Lead,  
APRRC 2024 Conference Chair**

Divagaran Kalaivanan  
Rotaract Club of Raffles City

# District Rotaract Committee RY 2022-23



**Rotarian Regional Chair  
Zone 1 (Johor and Melaka)**  
PP Veshnudran Sivamoorthy  
Rotary Club of Johor Centennial



**Rotaractor Regional Chair  
Zone 1 (Johor and Melaka)**  
Irene Sia Wei Xing  
Rotaract Club of Bandar  
Penggaram



**Rotarian Regional Chair  
Zone 2 (Sabah)**  
Fia Iskandar  
Rotary Club of Kota Kinabalu  
Pearl



**Rotaractor Regional Chair  
Zone 2 (Sabah)**  
Chin Cai Yun  
Rotaract Club of UMS



**Rotarian Regional Chair  
Zone 3 (Singapore)**  
Picasso Lin Guorong  
Rotary Club of Garden City



**Rotaractor Regional Chair  
Zone 3 (Singapore)**  
Dervin Lua Wei Jun  
Rotaract Club of Ngee Ann  
Polytechnic

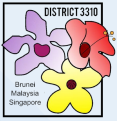


**Rotarian Regional Chair  
Zone 4 (Sarawak)**  
PP Nicholas Hon Sian  
Rotary Club of Kuching



**Rotaractor Regional Chair  
Zone 4 (Sarawak)**  
Vilassiny Gunaselvan  
Rotaract Club of UNIMAS

# District Rotaract Committee RY 2022-23



**District Rotaract  
Community Service  
Director**  
Ryan Yap Chen-Yen  
Rotaract Club of Swinburne  
Sarawak



**District Rotaract Club  
Service Director**  
Chalyawat A/L Virak  
Rotaract Club of UNIMAS



**District Rotaract  
Professional  
Development Director**  
Ng Kai Qing  
Rotaract Club of Raffles City



**District Rotaract  
Communications Director**  
Wong Hao Mun  
Rotaract Club of UNIMAS



**District Rotaract  
International Service  
Director**  
Koh Ying Cong  
Rotaract Club of Bukit Gombak



**District Rotaract Public  
Image Director**  
Khausaalya  
Rotaract Club of UNIMAS



**District Rotaract  
International Service  
Director**  
Syahrul Azali bin Mohammad  
Azlan  
Rotaract Club of Singapore  
Polytechnic



**District Rotaract Public  
Image and Communication  
Team Member**  
Johannes Gan Dombrowski  
Rotaract Club of Raffles City





## What does the District Rotaract Committee (DRC) do?

**Membership  
recruitment,  
development and  
retention**

**Leaders Training**

**Branding and Public  
Image**

**Communications and  
Information Sharing**

**Facilitate fellowship  
across pillars of  
service**



# Our Four Avenues Of Service

## Club Service



## Community Service

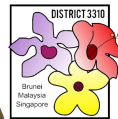


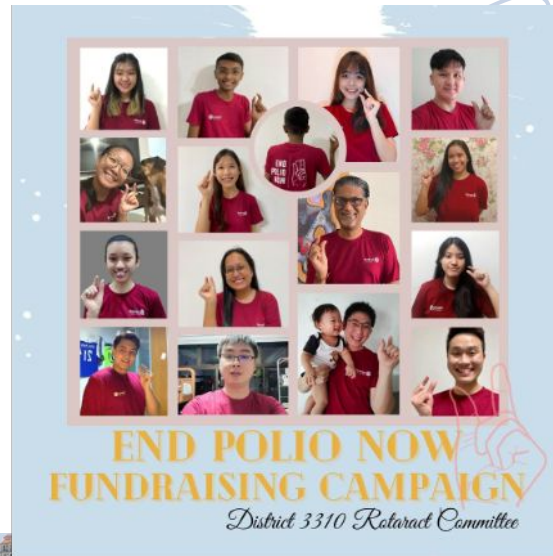
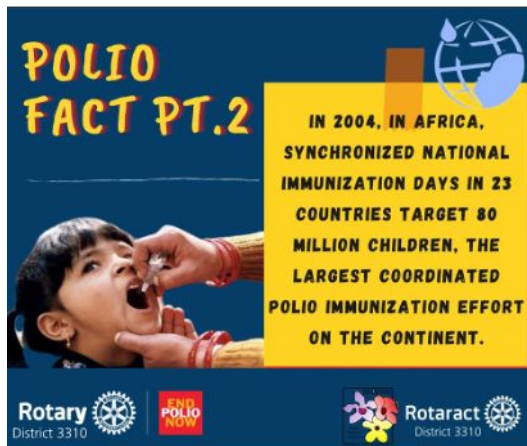
## Professional Development



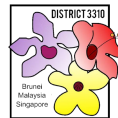
## International Service











## SMU ROTARACT PRESENTS PROFESSIONAL DEVELOPMENT SUMMIT

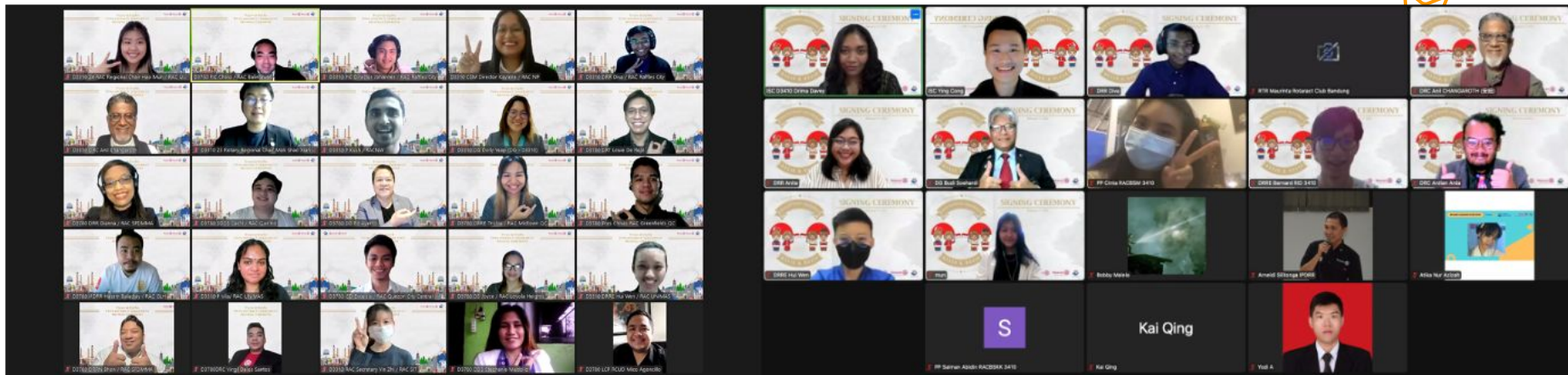
BY ROTARY INTERNATIONAL DISTRICT 3310



Organised By:  
XSICS Rotaract

## Sister Districts

District 3410 Indonesia & 3780 Philippines



## Asia Pacific Rotaract Multi-District Information Organisation

- Asia Pacific Rotaract MDIO was formed on June 16, 2020 and was officially recognized by Rotary International on September 17, 2020 as a regional Rotaract multi-district information organization (MDIO) for Asia Pacific
- We are a Member District of the Organisation
- Holds one of the biggest conferences in the Asia Pacific, the Asia Pacific Rotaract Regional Conference every year



**<https://www.rotaractdistrict3310.org/district-3310-resource-page>**

- Awards (Citations, District Awards)
- District & Club Administrative Materials
- Training Workshop Slides
- Rotary International (Handbook, Logo Guidelines)
- District 3310 Newsletters





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# *ICE BREAKER*

# 3

## Secretary - Roles & Responsibility



## Secretary will be the key person for:



Club Records



Membership  
(Update MyRotary)



Meetings



Agenda and Minutes



YEAR  
STRATEGIC PLAN



AGM / Quarterly Report  
Compilation

## DRA MEETING 4

19<sup>th</sup> June 2021, Saturday

### Meeting Agenda

1. Dry Run 2 – Final Rehearsal
2. Sharing of Workshop slides & DRA Booklet
3. Updates on registration list & Budget Expenditure
4. Any other business

## Meeting Agenda

- Allow attendees to anticipate what will be discussed
- Set clear expectations of actions before and during the meeting
- Keep participants focus on topics at hand
- Act as time management tool
- Good practice to send file on meeting agenda at least three days prior

Minutes of the Rotaract District 3310 RY 2021/2022 Committee Meeting 1

Present

Name	Position	Club
Anil Changaroth	District Joint Rotaract Committee Co-Chair Elect	Rotary Club of Pandan Valley
Chew Tai Wen	District Rotaract Representative	RAC Singapore West
Divakaran S/O Kalaivanan	Incoming District Rotaract Representative	RAC Raffles City
Lai Yin Zhi	Incoming District Rotaract Secretary	RAC Singapore Institute of Technology (SIT)
Ng Kai Qing	Incoming District Rotaract Treasurer	RAC Raffles City
Kaylene Pillai	Incoming District Rotaract Club Service and Public Relations Team Director	RAC Ngee Ann Polytechnic
Johannes Gan Dombrowski	Incoming District Rotaract Club Service and Public Relations Team Director	RAC Raffles City
Tang Hui Wen	Incoming District Rotaract Club Service and Public Relations Team Member	RAC Universiti Malaysia Sarawak (UNIMAS)
Foo Jun Kang	Incoming District Rotaract Club Service and Public Relations Team Member	RAC Universiti Malaysia Sabah (UMS)
Lee Celine	Incoming District Rotaract Community Service Director	RAC Raffles City
Nor Honey Lyn	Rotaract Regional Chair Zone 2 (Sabah)	RAC Universiti Malaysia Sabah (UMS)
Vionna Ngoh Ee Qian	Rotaract Regional Chair Zone 3 (Singapore)	RAC Singapore West
Wong Hao Mun	Rotaract Regional Chair Zone 4 (Sarawak)	RAC Universiti Malaysia Sarawak (UNIMAS)

Absent with apologies

Eunice Tan Xian Zhen	Incoming District Rotaract Professional Development Director	RAC National University of Singapore (NUS)
Koh Ying Cong	Incoming District Rotaract International Service Director	RAC Bukit Gombak
Olivies Teoh Yin Ting	Rotaract Regional Chair Zone 1 (Johor and Malacca)	RAC Bandar Penggaram Batu Pahat

## Meeting Minutes

- Serve as a reminder aid for participants that have attended the meeting (allow them to follow up on the actions)
- Will be helpful to those who are absent to know what was discussed in the meeting
- In any case of conflict, meetings can be referred back to know what agreement was made previously

## Personal Club Membership Records

Rotaract Club of xxx								
Members Directory 1718								
Total Strength	xx							
Club Post 16/17	Name	HP	E-mail add.	Address	Occupation	Co./Institn.	DOB	Expected Year of Graduation
								2021
								2025
								2018
								2018
								2022

- To keep track on club membership size
- Help support dues collection process
- Able to follow up with each members when necessary
- Example above! Do not have to follow closely (Eg. Details of occupation not always needed)



*By end August 2022:*

- *Work with President in ensuring RY22-23 club membership details on My Rotary are updated*
- *Update RY22-23 club committee members' details through google form on Rotaract District 3310 website*
- *Retrieve latest club logo from District 3310 website*

## From My Rotary website, click **MANAGE** -> Club Administration

[HOME](#) | [EXCHANGE IDEAS](#) | [TAKE ACTION](#) | [LEARNING & REFERENCE](#) | **[MANAGE](#)** | [THE ROTARY FOUNDATION](#)

- Club & District Administration > Club Administration
- Community Marketplace > District Administration
- Brand Center > Contributions
- Travel & Expenses Reports
- Rotary Club Central





# Under Rotaract: Update Member Data

## Club & Member Data

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### ☆ **Manage Membership Leads**

Review your online membership leads for prospective, referred, and relocating or returning members. Then assign and track your candidates through the membership process – from inquiry to induction.

[View or manage leads](#) | [About the membership leads program](#)

## Rotaract

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### ☆ **Update Member Data**

Update Rotaract membership and officer information.

[Add, edit, or remove Rotaract member](#) | [Add, edit, or remove Rotaract club officers](#)

### ☆ **Update Club Data**

Keep information on club contact, meeting details, and connections preferences up to date.

[Update data](#)

# Under Rotaract: Update Member Data

## Update Membership Data

Club ID **69780**

Club **Raffles City**

Club status **Active**

By reporting a current Rotaract club president, your Rotaract club and the listed members will be reactivated in 24 hours. We recommend that you verify the club status up at that time.

The RI Board requires you to confirm that the membership and contact information of your Rotaract club is up to date.

[Confirm Membership & Contact Information](#)

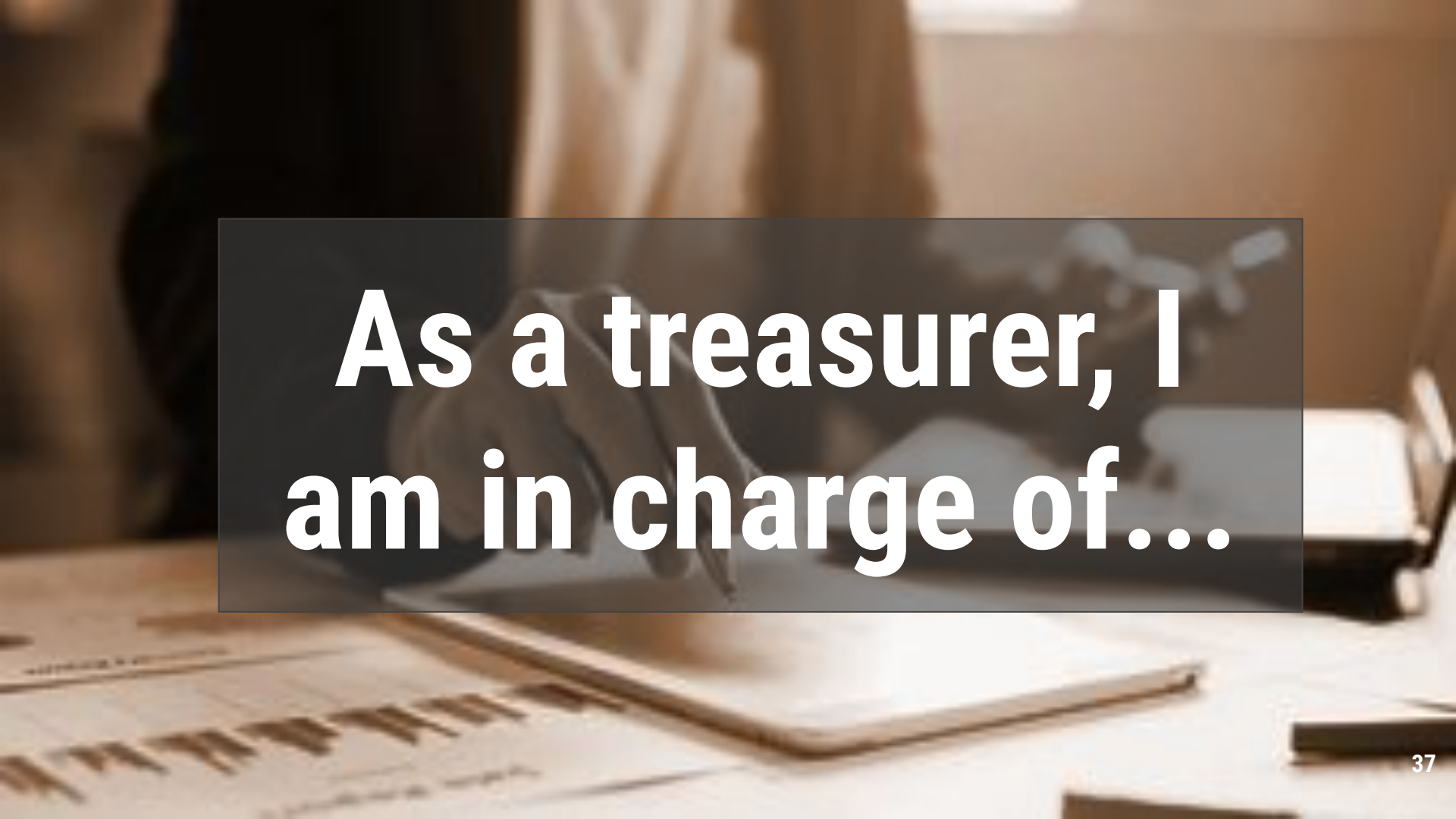
Add new Rotaractors		Reinstate Rotaractors		Terminated Rotaractors					
		ID	Name	Start Date	End Date	Address	Phone	Fax	E-mail



**email: [peienazaz09@gmail.com](mailto:peienazaz09@gmail.com)**  
**tele: @peien11235**

# 4

## Treasurer- Roles & Responsibilities



**As a treasurer, I  
am in charge of...**

## Duties and Responsibilities of a Treasurer

- A. Manage Club Funds
- B. Collect membership dues/club fee
- C. Pay Club Bills and Reimbursements for Club expenses
- D. Prepare and administer the budget
- E. Prepare monthly reports (Statement of Financial Positions, Statement of Comprehensive Income etc)
- F. Prepare and distribute an end-of-year report to club members and the incoming treasurer
- G. All of the above



## Duties and Responsibilities of a Treasurer

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- G. All of the above**



# Duties and Responsibilities of a Treasurer



Maintain Club's  
Financial Records



Manage Club &  
Project Funds



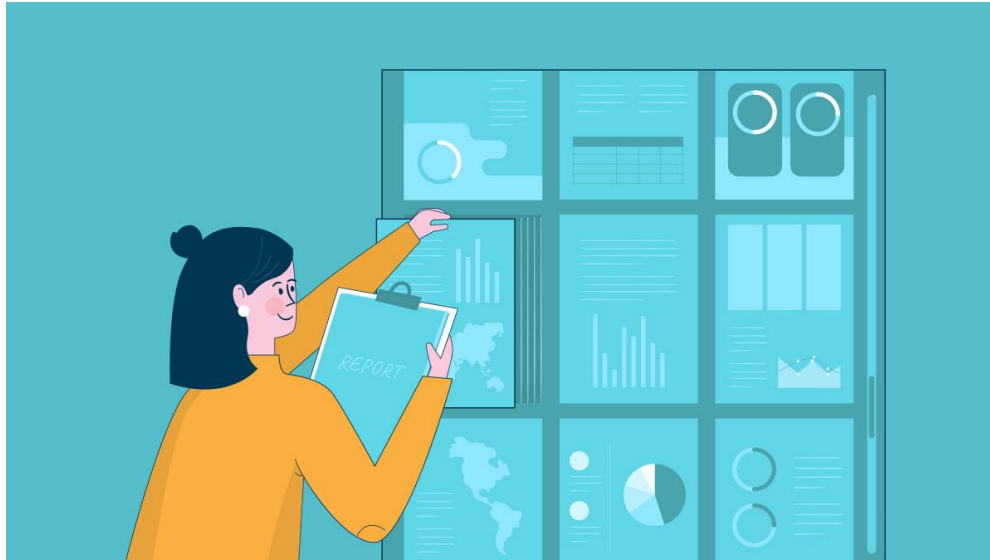
Handle  
Reimbursements



Report Financial  
Status of Club



## Duties and Responsibilities of a Treasurer (Where applicable)



File Annual Returns to ROS  
(For Community-Based Clubs)

# Duties and Responsibilities of a Treasurer



Hand all records  
over to incoming  
treasurer



Prepare Annual  
Report at the end  
of the year

**General  
Ledger**  
**(Cash at Bank &  
Petty Cash)**

**General  
Ledger**

**Statement of  
Comprehensive  
Income**

**Statement of  
Financial  
Position**

# Rotaract Policy Updates



# 1. Rotaract Policy Update which will take effect on 1 July 2022 onwards

## Key decisions about Rotaract from the January 2020 Board meeting

In January 2020, the Board of Directors of Rotary International made additional decisions related to Rotaract, based on a survey of Rotaractors:

- Rotaract clubs will begin paying dues to Rotary International 1 July 2022 . The annual dues will be \$5 per member for university-based clubs and \$8 per member for community-based clubs. The \$50 one-time fee for chartering a new Rotaract club will be eliminated.

## How will this impact your club?

- 
- 1. Rotaract Policy Update which will take effect on 1 July 2022 onwards**

**Membership Cut-off: 31 December 2022**

**Club Invoices: 1 January 2023**





## 2. Rotaract Policy Update which will take effect on 1 July 2022 onwards

### Key decisions about Rotaract from the June 2020 Trustees meeting

In June 2020, the Trustees of The Rotary Foundation made the following decisions about Foundation policy regarding Rotaract:

- Beginning 1 July 2022, Rotaract clubs will be allowed to be either international or host sponsors of global grants, if they have previously partnered with a Rotary club on a global grant.
- The Trustees confirmed that no rights or privileges that Rotaractors had as participants of a Foundation program will be revoked.



## What global grants support

Global grants can fund:

- Humanitarian projects
- Scholarships for graduate-level academic studies
- Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about their field or to learn more about it themselves

## How they're funded

Global grants have a minimum budget of \$30,000 and a maximum World Fund award of \$400,000. Grant sponsors can use a combination of District Designated Funds (DDF), cash, and/or [directed gifts and endowment earnings](#) to fund a global grant. The Foundation will provide a 100 percent World Fund match for all DDF contributions. There is no minimum World Fund match.

## Qualification

Both the district or club in the country where the activity is carried out and the international partner district or club must first become qualified before applying for a global grant. Learn more about the [qualification process](#) and [grant management](#). Your club and district Rotary Foundation chairs can help you plan how to use your District Designated Funds and learn how to qualify your club.

# 5

## Q&A



THANK YOU



Email:  
**kaylene.pillai@gmail.com**  
M: **+65 9680 9589**  
Telegram: **kayzpillai**

# WANT TO FIND OUT MORE ABOUT ROTARACT D3310?



[www.rotaractdistrict3310.org](http://www.rotaractdistrict3310.org)



[linkedin.com/company/rotaractd3310](https://www.linkedin.com/company/rotaractd3310)



[@RotaractD3310](https://www.facebook.com/RotaractD3310)



[@racd3310](https://www.instagram.com/racd3310)



[tinyurl.com/d3310whatsapp](https://tinyurl.com/d3310whatsapp)



[tinyurl.com/d3310CEG](https://tinyurl.com/d3310CEG)



[discord.gg/CYREC4f](https://discord.gg/CYREC4f)