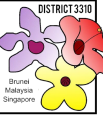


# District Rotaract Training Assembly RY 2022-23



## PETS Workshop



## Trainers' Profile: DRR Tang Hui Wen

*RY2022-23 District Rotaract Representative*  
*Tang Hui Wen*

Secretariat of Rotaract Club of UNIMAS RY 2018-19  
President of Rotaract Club of UNIMAS RY 2019-20

District (1) Rotaractor Zonal Representative (Sarawak) RY 2020-21  
(2) Rotaractor Regional Chair - Zone 3 RY2021-22  
(3) Club Service and Publicity Team Member RY2021-22

### Career & Academic Background

Science Supervisor in Usains Biomix Laboratory Testing Services (Anti-doping drug testing)  
Analyst in Penang, Perak & Selangor Turf Club

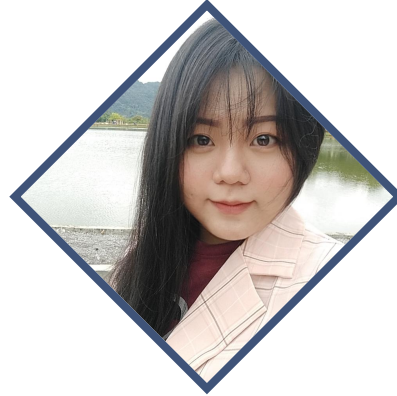
Graduated in October 2021 with Bachelor Of Resource Biotechnology



## Rotaractor Regional Chairs



**Irene Sia Wei Xing**  
(Zone 1 - Johor and Melaka)



**Chin Cai Yun**  
(Zone 2 - Sabah)



**Dervin Lua Wei Jun**  
(Zone 3 - Singapore)



**Vilassiny A/P Gunaselvan**  
(Zone 4 - Sarawak)



## Workshop Outline

1. Overview of Rotary and Rotaract
2. About our District and What we do
3. Roles and Responsibilities of a Rotaract President
4. Rotaract Policy Updates
5. Tasks and Upcoming Events

# 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



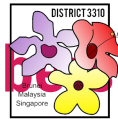
## Institutional-based

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

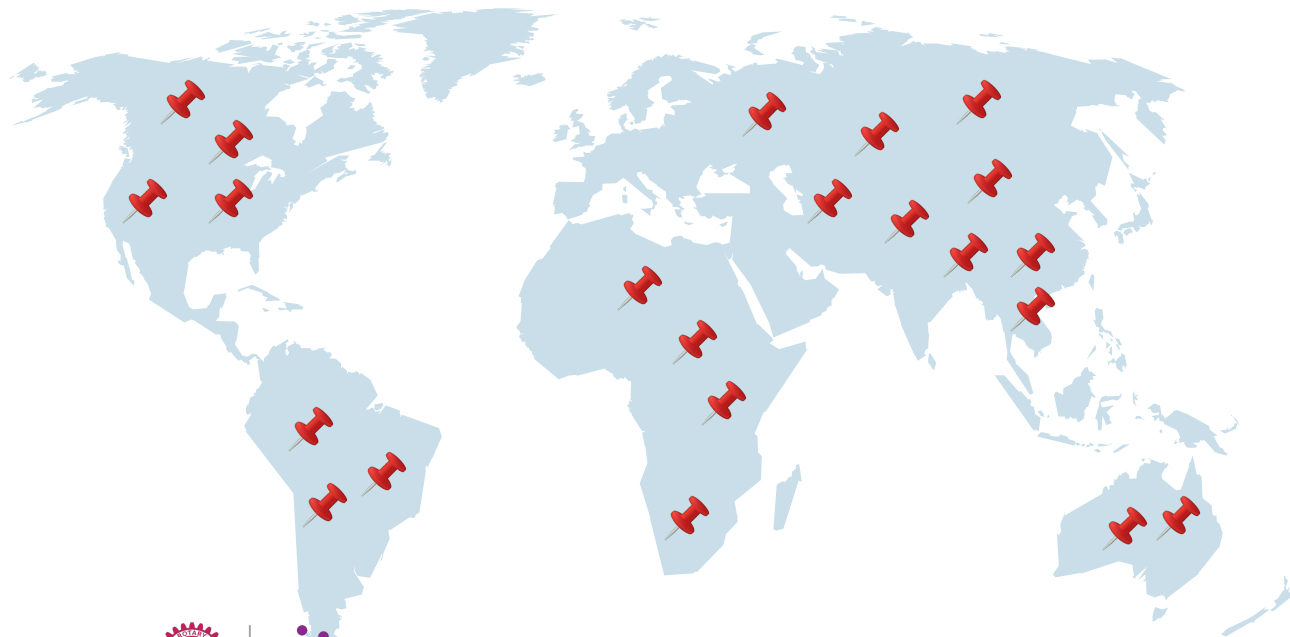


## Community-Based

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**

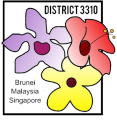
# 2

## About our District and What we do

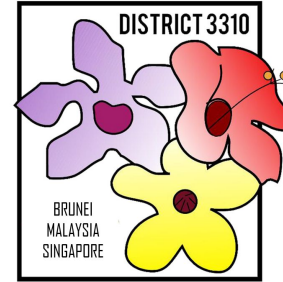




## We belong in District 3310!



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



**Rotaract**  
District 3310



31 Active Rotaract Clubs

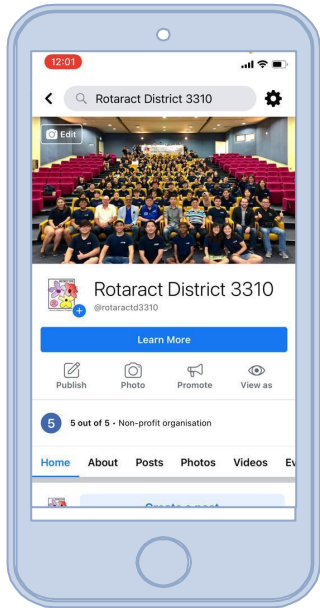


Over 3,000 Rotaractors and Alumnis

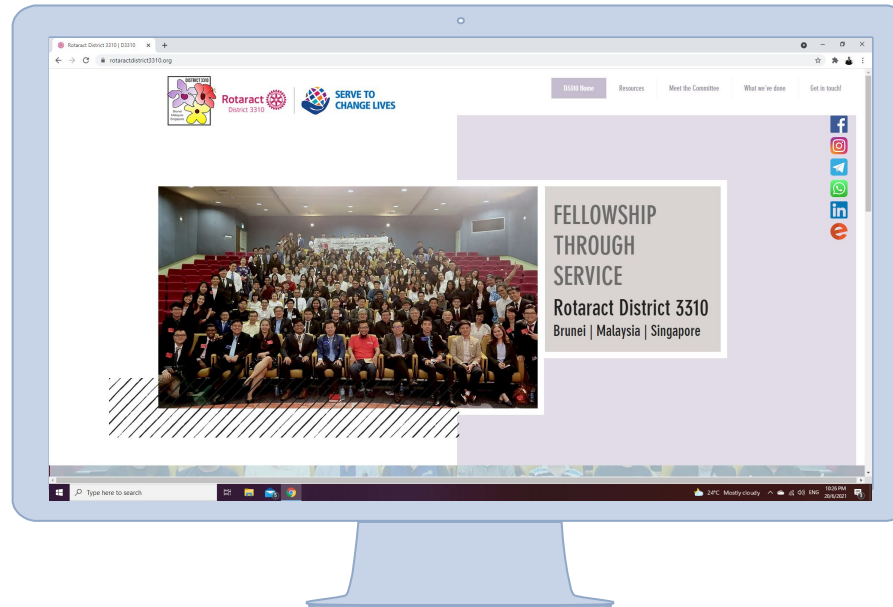


# Our Social Media Platforms!

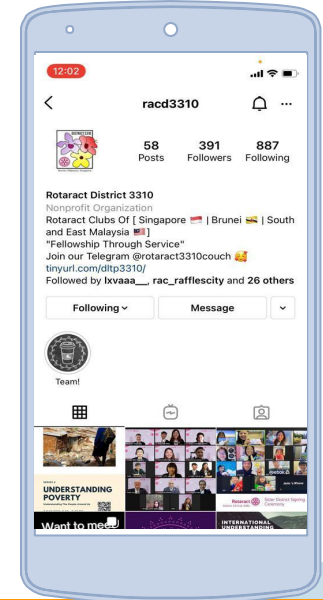
 @Rotaractd3310

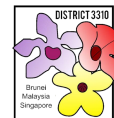


[www.rotaractdistrict3310.org](http://www.rotaractdistrict3310.org)



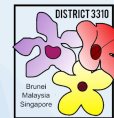
 @racd3310





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**

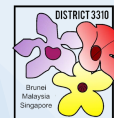
Kaylene Pillai  
Rotaract Club of Raffles City



**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



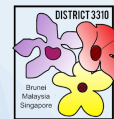
**Rotarian Regional Chair  
Zone 4 (Sarawak)**  
PP Nicholas Hon Sian  
Rotary Club of Kuching



**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**

Chaiyawat 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

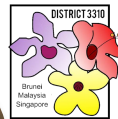


## Professional Development

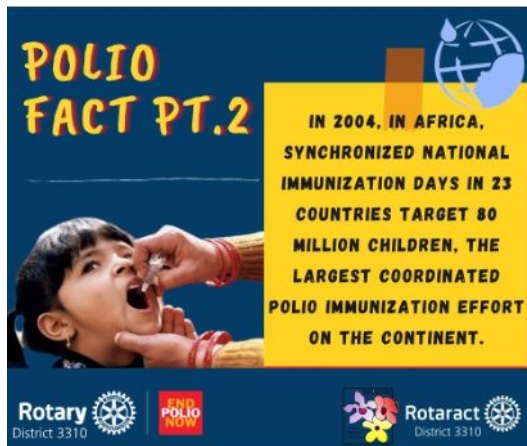


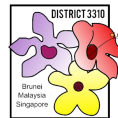
## International Service











## SMU ROTARACT PRESENTS PROFESSIONAL DEVELOPMENT SUMMIT

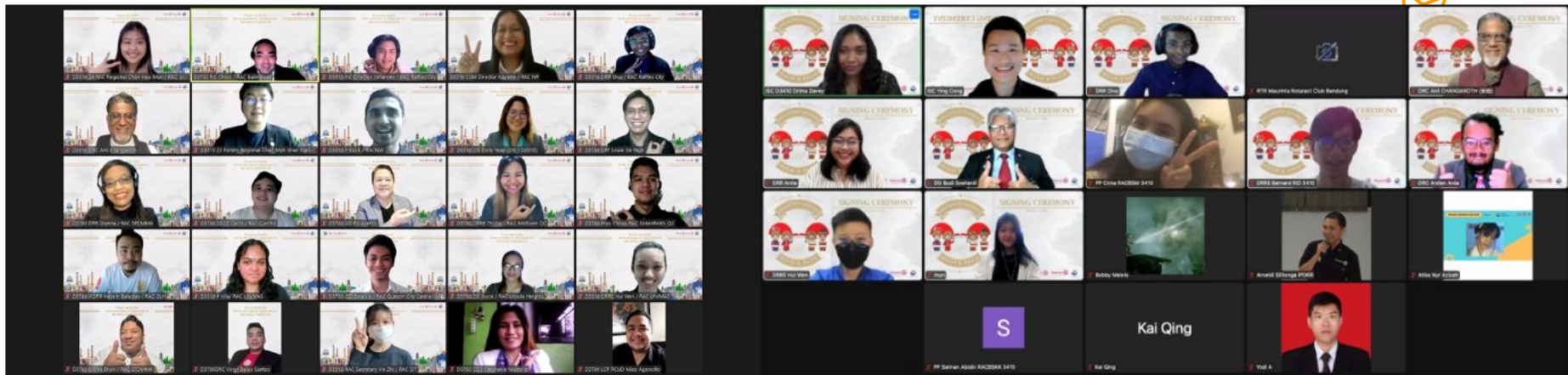
BY ROTARY INTERNATIONAL DISTRICT 3310



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





# 3

## Roles and Responsibilities of a Rotaract President



## What are the roles & responsibilities I have?

**Meetings**

**Club Administration**

**Membership  
Recruitment**

**Succession Planning**

**Communications**



## OTHER ROTARACT CLUBS



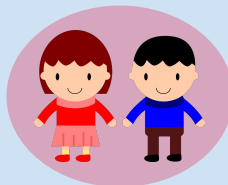
## PARTNERING ROTARY CLUB & ROTARIANS



## DISTRICT TEAM



## ROTARY



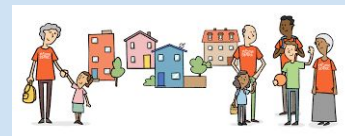
## RAC PRESIDENT (YOU)



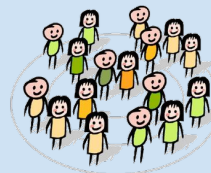
## SISTER CLUB/ INTERACT CLUB



## BOD



## COMMUNITIES/CLIENTS/ BENEFICIARIES



## CLUB MEMBERS

# 3.1

## Meetings



## Overview

- District Meetings
  - ▶ Leaders Meeting
- Zonal Meetings  
(by Rotaract Regional Chairs)
- BOD Meetings
- Club Meetings

Zone	Regional Chairs	RAC Club
Zone 1	Irene	RAC Bandar Penggaram
Zone 2	Cai Yun	RAC UMS
Zone 3	Dervin	RAC Ngee Ann Polytechnic
Zone 4	Vilassiny	RAC UNIMAS



## Preparation

### BOD Meetings/Club Meetings

1. Fix date, time and venue in advance and send out the agenda prior to the meeting
2. Encourage Rotarians (keep your Rotary Youth Service Director informed!), Interactors & Guests to attend
3. Invite the District Rotaract Representative to one of your meetings



## Agenda

- Help to prepare your board of members in advance
- At least 1 week before meeting
- Format of Agenda
  1. Welcome and apologies
  2. Amendments to previous minutes (Proposer and Second)
  3. Any matters arising
  4. Treasurer's Report
  5. Directors' Report – Completed / Upcoming activities?
  6. Rotary Time
  7. Any Other Matters
  8. Conclusion – Fix date, time and venue of next meeting



## Do's!!

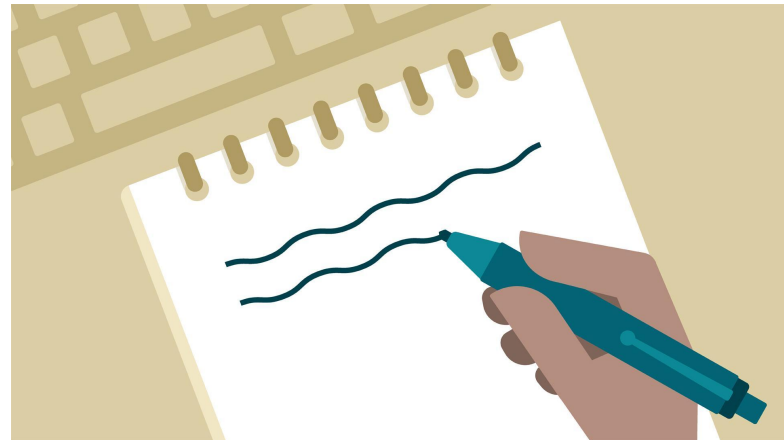
- Be Punctual
- Be Prepared
- Be Democratic but in control
- Develop listening skills
- Patience
- Leadership
- Stick to the agenda
- Keep track of your time
- Show enthusiasm and excitement!





## Post Meeting Duties

- Check draft minutes for accuracy
- Delegation of responsibility
- Follow up on agreed matters
- Report to the relevant people



# 3.2

## Club Administration



## Overview

START OF PRESIDENTIAL TERM	MIDDLE OF PRESIDENTIAL TERM	END OF PRESIDENTIAL TERM
<ul style="list-style-type: none"> <li>• BOD Registry (to update District Team)</li> <li>• Club Logos (branding)</li> <li>• Club's Year Plan</li> <li>• Club Budget Allocation</li> </ul>	<ul style="list-style-type: none"> <li>• Induction of members (Induction Charge / Induction Certs)</li> <li>• Installation Protocols (Installation Charge) + Regalia</li> <li>• Membership Registry (MyRotary Member Access)</li> <li>• Zonal Meetings</li> <li>• Quarterly reports to be submitted to Regional Chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Presidential Citation</li> </ul>



# Year Plan

Vision

Goals



## Logos (New Guidelines)

### Official Rotaract Logo

Rotaract



### Standard Official Club Logo (From RY 2021-22 Onwards)

Rotaract



Club of Raffles City

Club name should be below  
Rotaract, with "Club of" before the  
Club Name.

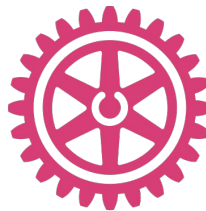


## Logos (New Guidelines)

### Wrong Outdated/Incorrect Logos



**Rotaract**  
*Rotary Club Partner*



**Rotaract**  **Santa Barbara**  
Club



## Installation Protocols

### Breakout Session

- We will split into 2 groups
- Answer the questions into the Respective Group slides
- Facilitators to help start the discussion in each group  
and provide the link to the slide



## Installation Protocols - Scenario (10 minutes)

These important people are attending your installation: **DG, District Rotaract Chair, Your Partner Rotary Club President, DRR, Rotaractor Regional Chair.**

Programme need to include the following:

1. The various speeches
2. Roll Call of the various clubs presents

Questions to consider:

1. Who will be the GOH?
2. How will you arrange the Salutations?
3. Who is required to make a speech?





## Scenario - Group 1

**DG, District Rotaract Chair, Your Partner Rotary Club President, DRR, Rotaractor Regional Chair.**

Guest(s) of Honour	
Salutations	
Speech-givers	



## Scenario - Group 2

**DG, District Rotaract Chair, Your Partner Rotary Club President, DRR, Rotaractor Regional Chair.**

Guest(s) of Honour	
Salutations	
Speech-givers	



## Scenario Answers

**DG, District Rotaract Chair, Your Partner Rotary Club President, DRR, Rotaractor Regional Chair.**

Guest(s) of Honour	DG > Your Partner Rotary Club President > DRR > District Rotaract Chair > Rotaractor Regional Chair
Salutations	DG > District Rotaract Chair > DRR > Your Partner Rotary Club President > Rotaractor Regional Chair
Speech-givers	<ol style="list-style-type: none"> <li>1. Guest-of-Honour (GOH)</li> <li>2. Outgoing/Incoming President</li> <li>3. Organising Chairperson (OC)</li> </ol>



## Who should I invite?

1. Guest of Honour
2. District Governor (DG)
3. District Rotaract Representative (DRR)
4. District Rotaract Chair (DRC)
5. District Rotaract Representative Elect (where applicable)
6. Rotaractor and Rotarian Regional Chairs
7. Sponsoring Rotary Club President
8. Sponsoring Rotary Club Youth Service Director
9. Student and Staff Advisors (where applicable)

Free of Charge

1. Rotaract Clubs
2. Rotaract District Officers
3. Rotarians
4. Members and Guests

To Charge  
(Applicable to Clubs that  
have Registration Fees)

### Who should be my GOH?

#### Priority of the order is as follows:

DG > President of Your Sponsoring Club or a nominee on his behalf > DRR > DRC > DRRE > Rotaract Regional Chair

***If you like to have any other person as the GOH, do contact the DRR for advice***



## Whose messages are to be included?

1. Rotary International President\*
2. District Governor (DG)\*
3. District Rotaract Representative (DRR)\*
4. District Rotaract Chair (DRC)\*
5. Outgoing President
6. Incoming President
7. Organising Chairperson (where applicable)

\*Installation Messages are available at  
[https://www.rotaractdistrict3310.org/  
district-3310-resource-page](https://www.rotaractdistrict3310.org/district-3310-resource-page)



## What needs to be in the Programme Timeline?

1. Registration
2. Arrival of Guest of Honour
3. Toast **(If it is an online event, it is optional)**
4. Roll Call
5. Opening Address by Organising Chairperson (if applicable)
6. Speech by Outgoing President
7. Installation of Incoming President
8. Installation of Board of Directors
9. Speech by Incoming President
10. Speech by Guest of Honour

**You may add any other programmes in between if needed for your installation eg. Performances/Games.**




# Salutations

1. Guest of Honour
2. District Governor
3. Past District Governors (According to Seniority)
4. District Rotaract Chair
5. Rotarian Regional Chairs
6. Rotary District Officers
7. District Rotaract Representative
8. District Rotaract Representative Elect
9. Rotaractor Regional Chairs
10. Sponsoring Rotary Club President
11. Sponsoring Rotary Club Youth Service Director
12. Staff/Student Advisors
13. Rotarians
14. Rotaractors
15. Interactors
16. Guests



# Members' Induction

- Induct your members to be Rotaractor!
- Should be done BEFORE installation  
(best not to include it in the Installation Ceremony)
- Only use the official certificates
- Past President, Immediate Past President, DRR, Rotaractor Regional Chair or Partnering Rotary Club President to induct members
- Induction Certificates and Charges will be made available to all Rotaract Clubs through our resources link



**Rotaract**  
District 3310

## Induction Ceremony

---

You have been chosen to \_\_\_\_\_ Your age \_\_\_\_\_  
the members and I \_\_\_\_\_


We believe that you are a person \_\_\_\_\_  
the attributes and qualities \_\_\_\_\_

As a Rotaractor, you are given the \_\_\_\_\_  
of Service, i.e. Club Service, Co-  
Professional Development, and \_\_\_\_\_

It is my duty to induct \_\_\_\_\_

1. To develop personal qualities and
2. To emphasize respect for the worth
3. To recognize the dignity of all
4. To recognize, practice and promote the qualities and
5. To develop and create opportunities to help the less fortunate
6. To provide opportunities for community and promote international fellowship with Rotaractors in

On behalf of the Rotaract Club of \_\_\_\_\_  
welcome you to our club. Over the years \_\_\_\_\_  
fellowship with Rotaractors in \_\_\_\_\_  
Rotaract has much to offer you \_\_\_\_\_  
depend entirely on how much \_\_\_\_\_



**Rotaract**  
District 3310

## Induction Certificate

I, \_\_\_\_\_ (Name) \_\_\_\_\_  
hereby pledge to comply with the constitution and by-laws of the Rotaract Club of \_\_\_\_\_ and the Rotaract rules & protocols.

I undertake to uphold the prestige, honor and good name of the Rotaract Club of \_\_\_\_\_ through proper decorum and conduct at all times.

As an ambassador of Rotaract and of this Club, I understand that the community-at-large will perceive Rotaract and this Club through my words and deeds.

I shall endeavor to practice in at least one or more of the activities of the 4 Avenues of Service that enshrine the Rotaract philosophy of "Fellowship through Service".

I would like to thank the board of directors and the members of the Rotaract Club of \_\_\_\_\_ for accepting me as a member.

Inductor: \_\_\_\_\_  
Title: \_\_\_\_\_

Inductee: \_\_\_\_\_  
IC No: \_\_\_\_\_

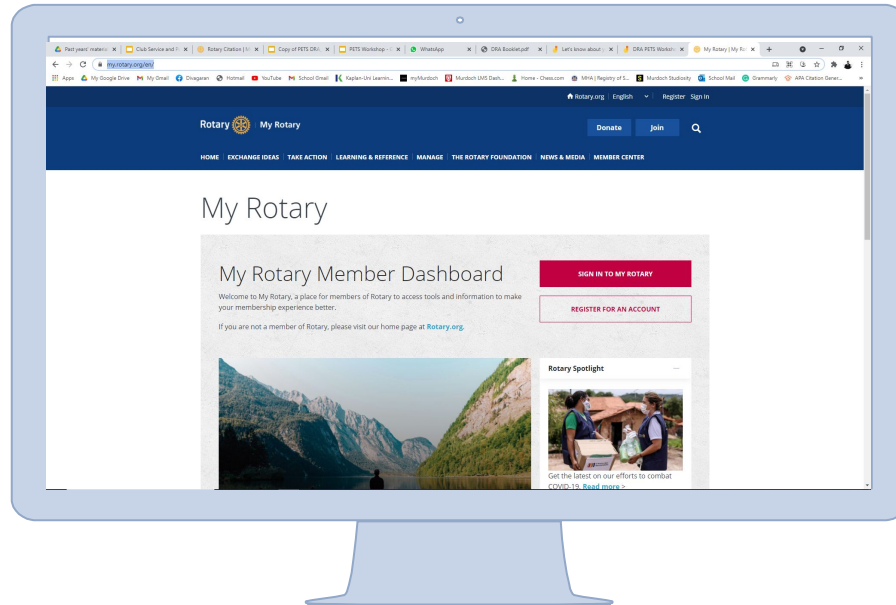
Date: \_\_\_\_\_





# MyRotary Registry

<https://my.rotary.org/en/>





## Quarterly Reports

- All Rotaract Clubs are to submit Quarterly Reports  
(September, December, March, June)
- These Quarterly Reports to include,
  - Projects and Events for the Quarter
  - Any Major Highlights for the club (Awards Recognition, Installation)
- These Quarterly Reports will be used to showcase your events in our District 3310 Quarterly Update Newsletters



## Presidential Citation

### Citation for Rotaract Clubs

Rotaract clubs that achieve the [Rotaract goals](#) by the end of the Rotary year will earn a citation.

Only Rotaract clubs that are listed as active in [Rotary International's](#) database can earn the citation. To confirm that a club is active, Rotarians can check the [Listing of Club-Sponsored Organizations](#) in [Rotary Club Central](#).

All activities need to be completed by 15 August.

The Rotaract club president or Rotary sponsor club president can nominate a Rotaract club by completing the [online nomination form](#) for the citation by 15 August. Only one nomination should be submitted for any given Rotaract club.



# Presidential Citation

## UNITE PEOPLE

Achieve at least 3 of the following goals:

- Achieve a net gain of one member
- Have at least 50 percent of members add their skills and interests in their profiles on My Rotary
- Establish or maintain a twin club relationship
- Host an activity or event during World Rotaract Week (the anniversary of Rotaract); invite the media and tell your club's, and Rotary's, story
- Participate in a networking event or social activity with your sponsor Rotary club

## TAKE ACTION

Achieve at least 3 of the following goals:

- Achieve an average minimum PolioPlus contribution of \$25 per member
- Hold an event to raise funds for, or to increase awareness of, Rotary's work toward polio eradication
- Partner with your sponsor Rotary club on a significant local or international service project in one of Rotary's six areas of focus
- Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary.org
- Use Rotary's brand guidelines, templates, People of Action campaign materials, and related resources



# Presidential Citation

## FOR ROTARACT CLUBS

Achieve these goals **in addition to** earning the Rotary Citation to receive **SILVER** (1 goal), **GOLD** (2 goals), or **PLATINUM** (3 goals) distinction

- **Connect leaders.** Achieve a net gain of five or more members
- **Connect families.** Organize a family-oriented service project that connects families and friends of your members, youth program participants, and others
- **Connect professionally.** Initiate or continue a leadership, personal, or professional development program to enhance members' skills
- **Connect community.** Show how your club's members are People of Action by promoting your club and its service activities on social media at least four times per month

## Presidential Citation with Presidential Distinction

- Silver
- Gold
- Platinum

TO AIM HIGH,  
PLAN AHEAD!

# 3.3

## Members Recruitment



## Discussion Time! (7 minutes)

Let's head back into our breakout session

Discuss among yourselves the following:

1. What are the types of ways you recruit your members
2. What do you do to retain those members?



# Recruitment and Retention

## Recruitment

- Rotaract Brochure
- Membership drives through activities (FELLOWSHIP THROUGH SERVICE)
- Social Media Platforms
- Mentorship program (buddy system in the club)
- Sister Clubs
- Incentives?

## Retention

- Organise activities that interest members
  - Know your members
- Allow members to take up responsibility



# 3.4

## Succession Planning



## You are looking for,

- Potential leaders within the club (How?)
- Encourage members to participate in District / Zonal activities
- Encourage new members to assume leadership positions
- Identify President Elect by the sixth month of your term
- Prepare potential leaders for club leadership
- Transparency in Event Planning

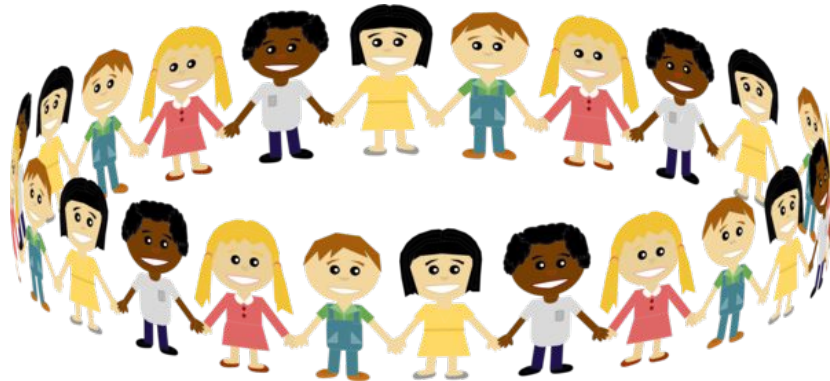
# 3.5

## Communications



## Communications Among Peers

- Mutual understanding
- Respect
- Patience
- Open communication
- Be sensitive
- Sincerity
- Trust
- Forgive & Forget





## Communications With Partnering Rotary Club



### Mutual Support

- Attend meetings and events of sponsoring Rotary club
- Invite them to your club events and meeting

### Communication

- Get to know your Rotarians personally
- Communicate problems or concerns with the sponsor club
- Send minutes and reports to Rotary Club Presidents and Youth Service Directors

### Take Initiative

- Offer to assist in Rotary club service projects
- Initiate joint projects with Sponsoring Clubs

# 4

## Elevate Rotaract Policy Updates



## Membership Fees

- Starting from 1 July 2022,
- Rotaract clubs will begin paying dues to Rotary International . The annual dues will be USD\$5 per member for Institutional-based clubs and USD\$8 per member for community-based clubs.



## Age Limit

A Rotaract club may, but is not required to, set an age limit, if the club (in accordance with its bylaws) gets the approval of its members and, if applicable, its sponsor club .

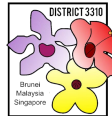
No age limit for Rotaractor



# 5

## Tasks and Upcoming Events

**<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



# WANT TO FIND OUT MORE ABOUT ROTARACT D3310?



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



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



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



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

## Instructions for Day 2

Join us at **10am** at the same Zoom Link!

District Leaders Meeting will start at **3:50pm** (For all Rotaract Club Presidents and BOD)