

District Rotaract Training Assembly RY2023-24

Secretaries & Treasurers Workshop

By District Rotaract Secretary & District Rotaract Treasurer





Trainer: Lai Yin Zhi

My Rotaract Journey

Prior positions I have undertaken:

- Rotaract Club of SIT President RY2020-21
- District 3310 Rotaract Secretary RY2021-22

Positions for RY 23-24:

- District 3310 Rotaract Secretary

Education Background

- Ba(Hons) Criminology & Security (SIT x University of Liverpool)

Currently, I am a:

- Inspector in Immigration & Checkpoints Authority (ICA)





Trainer: Viddyasri Subramaniam

My Rotaract Journey

Prior positions I have undertaken:

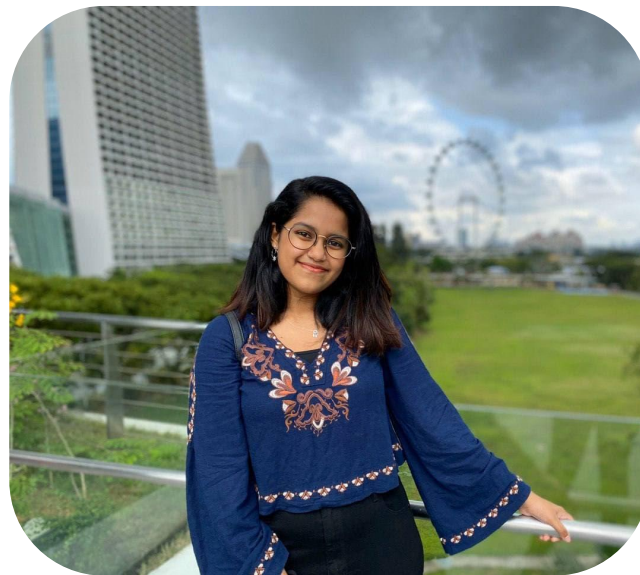
- Rotaract Club of Ngee Ann Poly (RACNP) Treasurer for RY2019-20

Positions for RY2023-24:

- District 3310 Rotaract Treasurer

Currently, I am a:

- Undergraduate at Singapore Management University pursuing Computer Science
- Data Analytics Intern at DBS





Trainer: Dervin Lua

Rotaract Leadership Positions:

- **District Chief of Staff of District Rotaract Committee RY2023-24.**
- **International Service Director of Rotaract Club of North West RY2023-24.**
- Rotaractor Regional Chair (Zone 3 - Singapore) of District Rotaract Committee RY2022-23.
- Professional Development Director of Rotaract Club of Ngee Ann Polytechnic RY2022-23.
- Club Service Director of Rotaract Club of Ngee Ann Polytechnic RY2021-22.
- President / Vice President / Vocational Service Director of Rotaract Club of ITE College East RY2019-20.

Education Background

- Diploma in Business Studies, Specialising in Human Capital Management, with a Minor in Global Readiness from Ngee Ann Polytechnic.

Currently Doing

- Youth work, leadership development, training, facilitation & programme curation @ various NGOs.
- Travelling, a lot.
- Awaiting for military enlistment.



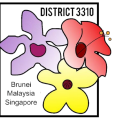
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Overview of Rotary and Rotaract



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

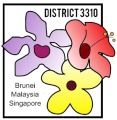


What is Rotaract?

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.



On the campus of the University of North Carolina, members of the world's first Rotaract club inaugurate a new, long-term project. They'll plant a young tree to honor each new Rotaract country and its first club. On hand to represent the Rotary Club of Charlotte are (left) Bill Kemp, Rotaract Committee Chairman, and (right) Charles Grier, Chairman of the District 767 Rotaract-Interact Committee.



Types of Rotaract Clubs



Institutional-based

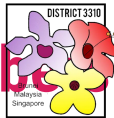
Usually taken as extracurricular activities for self and professional development through service



Community-Based

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



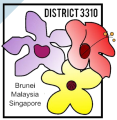


We have more than 250,000 members
in more than 10,000 Rotaract Clubs worldwide!



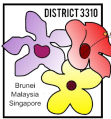
Spread Across
184 countries
Grouped into
529 districts





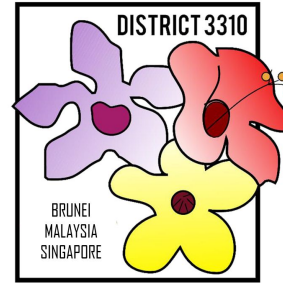
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About Our District & What We Do



We belong in District 3310!

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

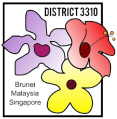


Rotaract
District 3310



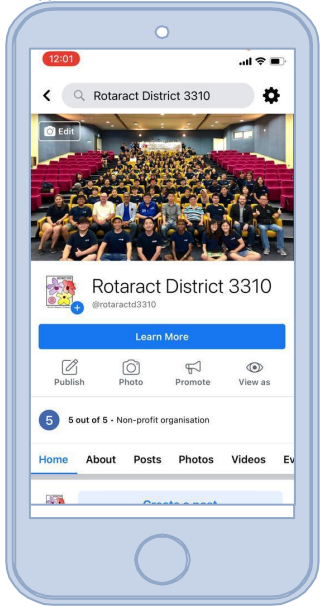
31 Active Rotaract Clubs

Over 3,000 Rotaractors and Alumni

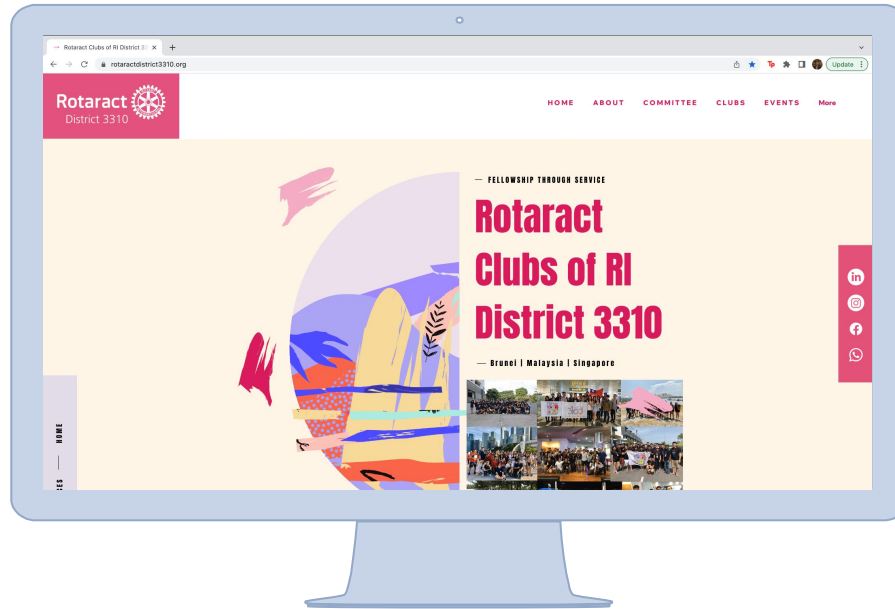


Our Social Media Platforms!

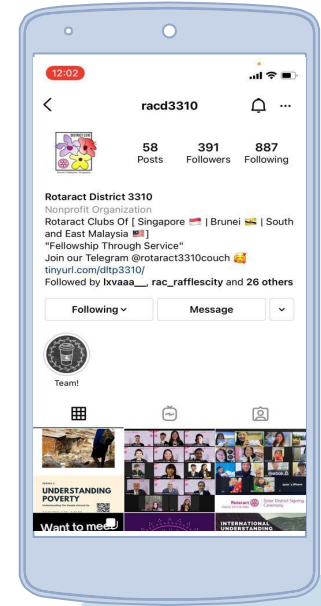
 @Rotaractd3310



www.rotaractdistrict3310.org

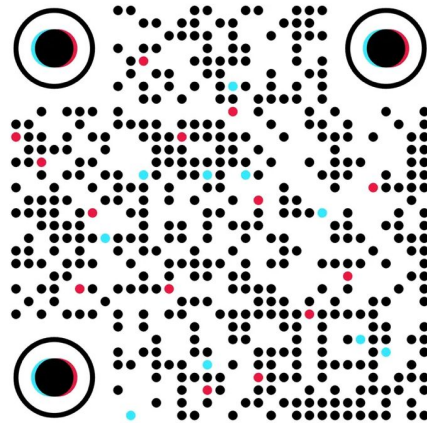


 @racd3310



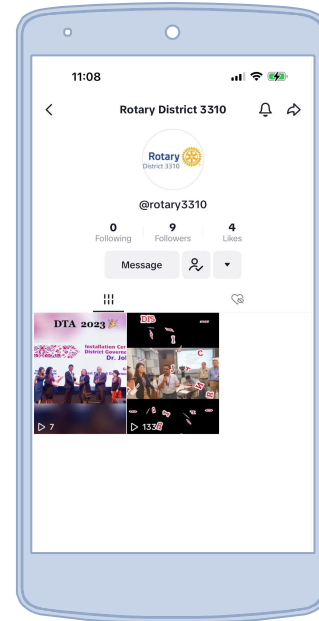


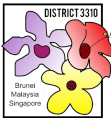
Our Newest Social Media Platform!



@rotary3310

Rotary District 3310





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

District 3310 Rotaract Committee RY2023-24



**DISTRICT ROTARACT
REPRESENTATIVE**

Kaylene Pillai
Rotaract Club of Raffles City



**DISTRICT ROTARACT
CHAIR**

PP Brian Tan
Rotary Club of Raffles City



**ROTARACT
ADVISOR**

PDG Michael Yee
Rotary Club of Garden City



**DISTRICT ROTARACT
CHIEF OF STAFF**

Dervin Lua Wei Jun
Rotaract Club of North West



**DISTRICT ROTARACT
SECRETARY**

Lai Yin Zhi
Rotaract Club of Raffles City



**DISTRICT ROTARACT
TREASURER**

Vidyasri Subramaniam
Rotaract Club of Raffles City

District 3310 Rotaract Committee RY2023-24



**ROTARACTOR REGIONAL CHAIR
ZONE 1 - JOHOR AND MELAKA**

Vikrant Sangar
Rotaract Club of Johor Bahru



**ROTARIAN REGIONAL CHAIR
ZONE 1 - JOHOR AND MELAKA**

PP Veshnudran Sivamoorthy
Rotary Club of Johor Centennial



**ROTARACTOR REGIONAL CHAIR
ZONE 2 - SABAH**

Nor Honey Lyn
E-Rotaract Club of 3310



**ROTARIAN REGIONAL CHAIR
ZONE 2 - SABAH**

PP Kenneth Tan
Rotary Club of Luyang



**ROTARACTOR REGIONAL CHAIR
ZONE 3 - SINGAPORE**

Javen Francis Koh Wei Yang
Rotaract Club of Singapore
Polytechnic



**ROTARIAN REGIONAL CHAIR
ZONE 3 - SINGAPORE**

Picasso Lin Guorong
Rotary Club of Garden City



**ROTARACTOR REGIONAL CHAIR
ZONE 4 - SARAWAK**

Joanna Mika
Rotaract Club of UNIMAS



**ROTARIAN REGIONAL CHAIR
ZONE 4 - SARAWAK**

IPP Michael Kuan
Rotary Club of Kuching Central

District 3310 Rotaract Committee RY2023-24



**DISTRICT ROTARACT
COMMUNITY SERVICE
DIRECTOR - SINGAPORE**

Chloe Chia
Rotaract Club of Singapore



**DISTRICT ROTARACT
COMMUNITY SERVICE
DIRECTOR - MALAYSIA**

Wong Khong Meng
Rotaract Club of
Bandar Penggaram



**DISTRICT ROTARACT
PROFESSIONAL DEVELOPMENT
DIRECTOR**

Ryan Yap Chen-Yen
E-Rotaract Club of 3310



**DISTRICT ROTARACT
INTERNATIONAL SERVICE
DIRECTOR**

DRRE Ng Kai Qing
Rotaract Club of Raffles City



**DISTRICT ROTARACT
CLUB SERVICE DIRECTOR**

Chaiyawat Virak
Rotaract Club of UNIMAS



**DISTRICT ROTARACT
PUBLIC IMAGE DIRECTOR**

Wong Hao Mun
Rotaract Club of Raffles City



**DISTRICT ROTARACT
COMMUNICATIONS DIRECTOR
APRR 2024 CONFERENCE CHAIR**

PDRR Divagaran S/O Kalaivanan
Rotaract Club of Raffles City



**DISTRICT ROTARACT
WELFARE DIRECTOR**

Johannes Gan Dombrowski
Rotaract Club of Raffles City

District 3310 Rotaract Committee RY2023-24





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

COMMUNICATION & PRESENTATION WORKSHOP

Effective communication is an essential life skill. Join us to learn the art and science of meaningful communication and powerful presentation.

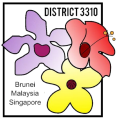
Date: 18 April 2020
Time: 1pm - 4pm (Open at 12.45pm)

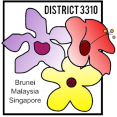
Workshop will be conducted via Zoom. The room ID will be sent to you upon successful registration.
Sign up at: forms.gle/interactworkshop

For enquiries, please contact Theresa at 885 9088 2004

International Service







TICKETS ON SALE NOW!
<https://tinyurl.com/y6s6z9pp>

Broadening perspective in special education

Scholarships for special education teachers

SPC calls for open, honest training to assist special needs consumers

RED+ BLUE CONCERT

#RED+BLUE: JOINING DIVERSITY AND WORKING WITH THE INTELLECTUALLY DISABLED.

ESCAPE? THE ZOO GULLIA ANA ERICA & RALPH MALIK FOREIGN CONCEPT

SINGAPORE POLYTECHNIC AUDITORIUM 7:30 PM-10:00 PM FRIDAY 22 MAR 2019

Rotary Rotaract Rotaract NIGEL ANN Singapore SP

POLIO FACT PT.2

IN 2004, IN AFRICA, SYNCHRONIZED NATIONAL IMMUNIZATION DAYS IN 23 COUNTRIES TARGET 80 MILLION CHILDREN, THE LARGEST COORDINATED POLIO IMMUNIZATION EFFORT ON THE CONTINENT.

Rotary District 3310

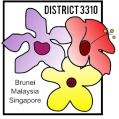
END POLIO NOW

Rotaract District 3310

END POLIO NOW FUNDRAISING CAMPAIGN

District 3310 Rotaract Committee





SMU ROTARACT PRESENTS PROFESSIONAL DEVELOPMENT SUMMIT

BY ROTARY INTERNATIONAL DISTRICT 3310

Mr Li Guang Sheng
Investment Training Specialist
Topic: Investment

Mr Robin Vogelaar
Senior Social Impact Consultant
Social Impact Specialist
Topic: Social Impact & Globe Trotting

Mr Oscar Lee
Vice President, Career Education
Member of the ILO
Topic: What to do with a General Degree?

Mr Franz Lanthaler
Director of Asia Offshore Consulting
16+ Startups, 6 Services
Topic: Startups

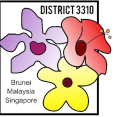
Ms Maria Rica Lotik
Product Marketing Strategist
Member of the ILO
Topic: Social Media Marketing

Mr Raj Singh
Senior Analyst
Topic: Entrepreneurship

Mr Anil Changaroth
Topic: The Changing Landscape of Legal Practice

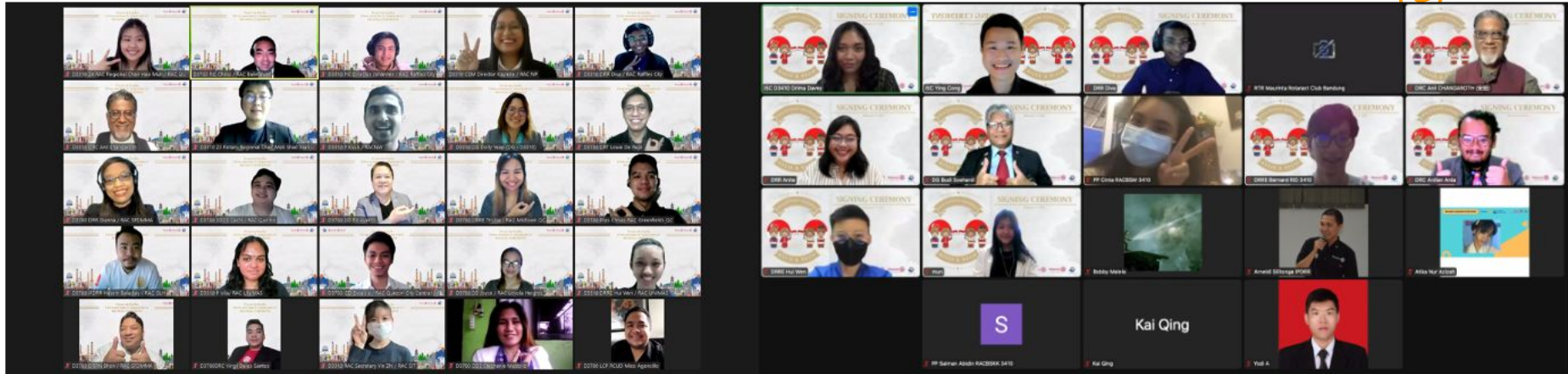
Date: 17 February 2019
Time: 10:00pm to 4:30pm
Venue: 50 Stamford Road, S1 (178899),
Singapore Management University,
Lee Kong Chian School of Business, CR 3-2
Fee: Free of Charge

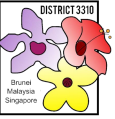
Organized by:
XSICS Rotaract Rotaract



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



ICE BREAKER



3

Secretary - Roles & Responsibility

Secretary will be the key person for:



Club Records



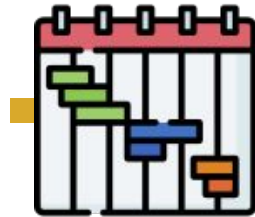
Membership
(Update MyRotary)



Meetings



Agenda and Minutes



Assist in Year Plan & Budget



AGM / Quarterly Report
Compilation



DRA MEETING 4

19th 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 Changarath	District Joint Rotaract Committee Co-Chair Elect	Rotary Club of Pandan Valley
Chew Tai Wen	District Rotaract Representative	RAC Singapore West
Divagaran 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 Nghoh Eui 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
Olives 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 2023:

- Work with President in ensuring RY2023-24 club membership details on My Rotary are updated
- Update RY2023-24 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



Under Rotaract: Update Member Data

Club & Member Data

☆ **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

☆ **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
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Email: Yinzhi.lai@gmail.com

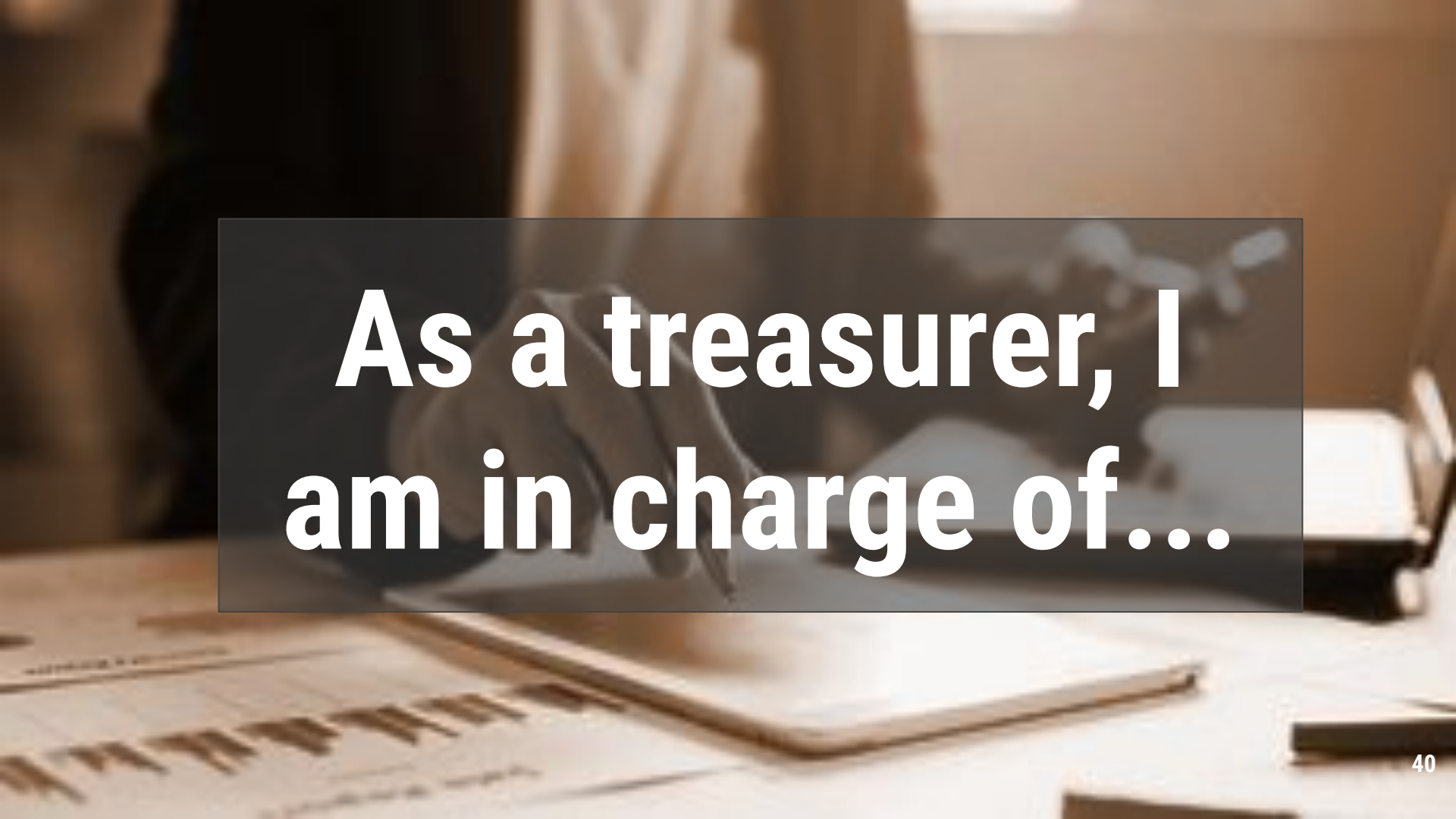
Tele: @YinZhi



4

Treasurer- Roles & Responsibilities



A close-up, shallow depth-of-field photograph of a person's hands writing on a document with a pen. The background is blurred, showing what appears to be a desk with a laptop and other papers. A semi-transparent grey rectangular box is centered over the image, containing the text "As a treasurer, I am in charge of..." in a bold, white, sans-serif font.

**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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- B. Collect membership dues/club fee
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- 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



Maintain Club's
Financial Records



Manage Club &
Project Funds



Handle
Reimbursements



Report Financial
Status of Club

Duties and Responsibilities of a Treasurer



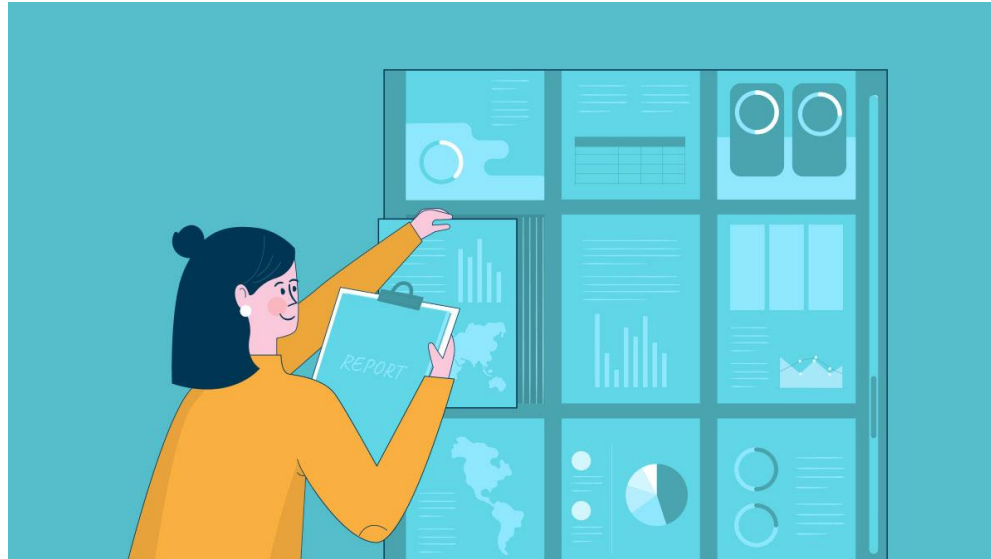
Hand all records
over to incoming
treasurer



Prepare Annual
Report at the end
of the year



Duties and Responsibilities of a Treasurer (Where Applicable)



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





General Ledger (Cash at Bank & Petty Cash)

Statement of Comprehensive Income

General Ledger

Statement of Financial Position



Rotaract Policy



Rotaract Policy which took effect from 1st July 2022

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.



RESOURCES

Rotaract Policy which took effect from 1st July 2022

Membership Cut-off: 31 December 2023

Club Invoices: 1 January 2024



Rotaract Policy which took effect from 1st July 2022

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

Rotaract
District 3310



CREATE HOPE
in the WORLD



Email: viddyasri@gmail.com

M: +65 8428 3914

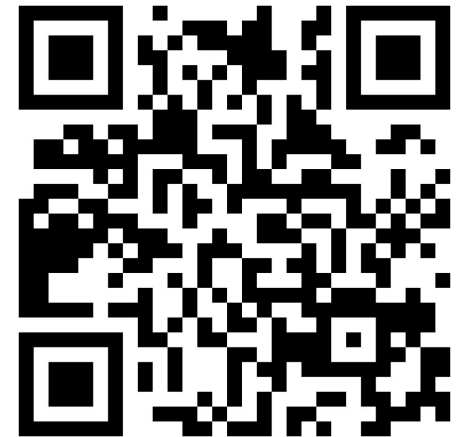
Telegram: [viddyaaa](https://www.t.me/viddyaaa)

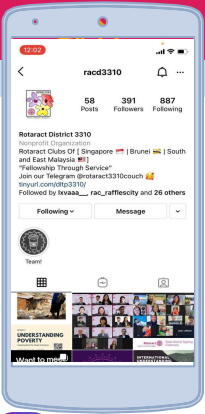
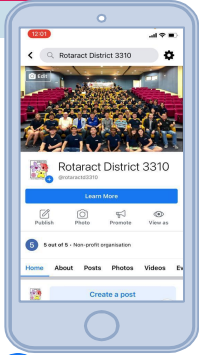
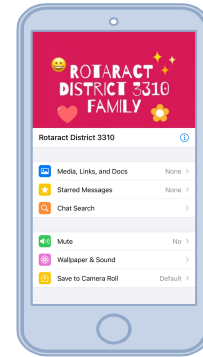
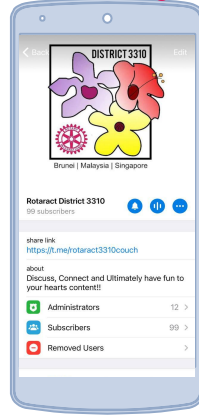


<https://www.rotaractdistrict3310.org/district-3310-resource-page>



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

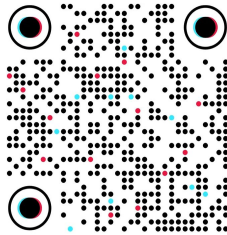
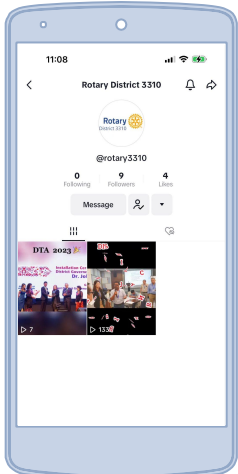




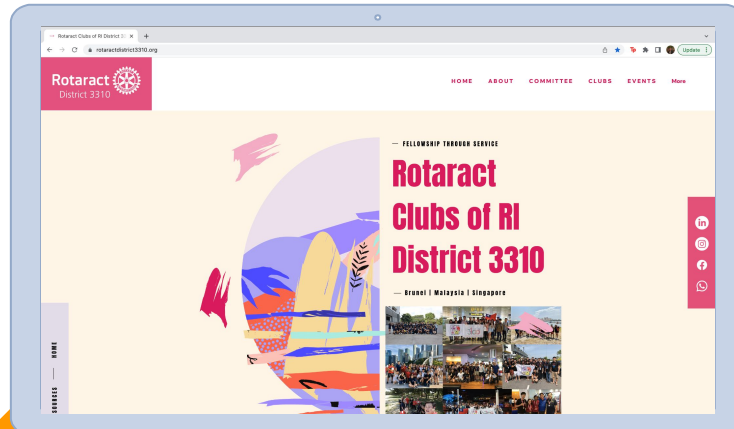
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