#### **District Rotaract Training Assembly RY2023-24**



# Presidents & Vice Presidents Workshop





#### Trainer's Profile: DRR Kaylene Pillai



## 7th Year in Rotaract

#### RY2023-24 District Rotaract Representative

Vice-President of Rotaract Club of ITE College East RY 2018-19

Sub-Committee of **Rotaract Club of Ngee Ann Polytechnic** RY 2019-20 Treasurer of **Rotaract Club of Ngee Ann Polytechnic** RY 2020-21 International Service Director of **Rotaract Club of Ngee Ann Polytechnic** RY2021-22

**District** (1) Club Service & Public Relations Director, Rotary Membership Committee & DRRN RY 2021-22 (2) Treasurer & DRRE RY2022-23

#### **Currently Doing:**

Accountancy Undergraduate at Nanyang Technological University Audit Intern at Nexia Singapore



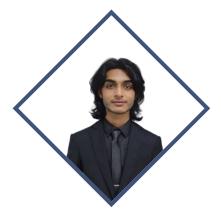




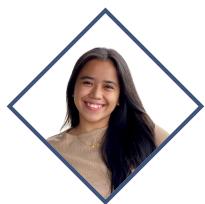
#### **Facilitators**



#### **Rotaractor Regional Chairs**



Vikrant Sangar
(Zone 1 - Johor and Melaka)



Nor Honey Lyn (Zone 2 - Sabah)



Javen Francis Koh Wei Yang (Zone 3 - Singapore)



Joanna Mika (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
- 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





#### **World Map**

## 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

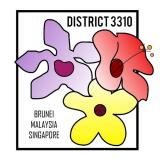




#### We belong in District 3310!



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





30 Active Rotaract Clubs







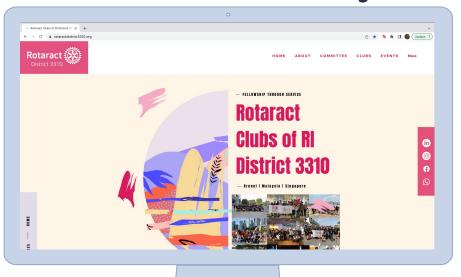
#### **Our Social Media Platforms!**



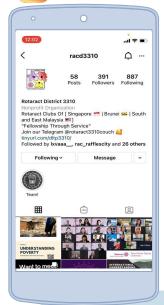
#### @Rotaractd3310



#### www.rotaractdistrict3310.org







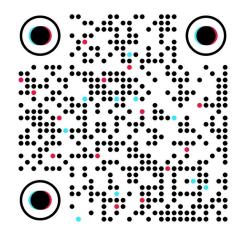






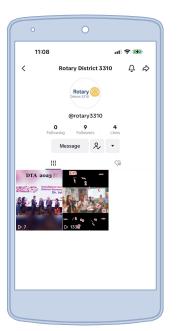
#### **Our Newest Social Media Platforms!**





@rotary3310

Rotary District 3310







#### **Our Rotaract Clubs**





Zone 1 (Johor, Malacca)	Zone 2 (Sabah)	Zone 3 (Singapore)	Zone 4 (Sarawak)
Community-based	Institutional-based INTI College Sabah Institute Science and Management Universiti Malaysia Sabah UMSKAL	Institutional-based 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	Institutional-based
		Community-based	• E-Rotaract 3310







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

Viddyasri Subramaniam Rotaract Club of Raffles City







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 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
APRRC 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













#### 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







#### **Club Service**











#### **Community Service**















#### **Professional Development**









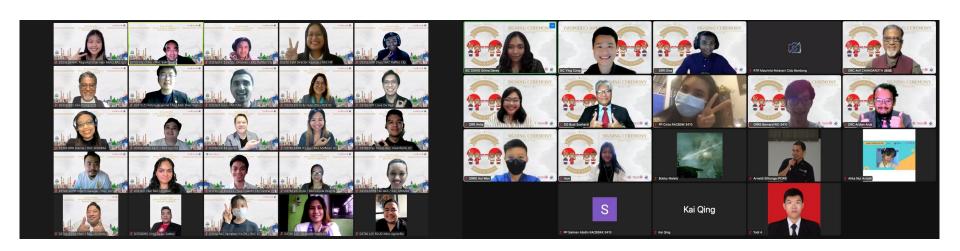






#### **Twin Districts**

#### 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











## Roles and Responsibilities of a Rotaract President







#### What are the roles & responsibilities I have?



Meetings

**Club Administration** 

**Membership Recruitment** 

**Succession Planning** 

**Communications** 















BOD









RAC









3.1

### Meetings





#### **Overview**



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

Zone	Regional Chairs
Zone 1	Vikrant
Zone 2	Honey
Zone 3	Javen
Zone 4	Joanna







#### **Preparation**



#### **BOD Meetings/Club Meetings**

- 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 Seconder)
  - 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!



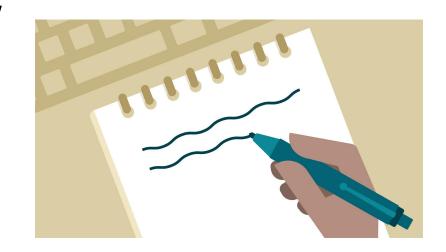




#### **Post Meeting Duties**



- 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> <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> <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> <li>Presidential Citation</li> </ul>

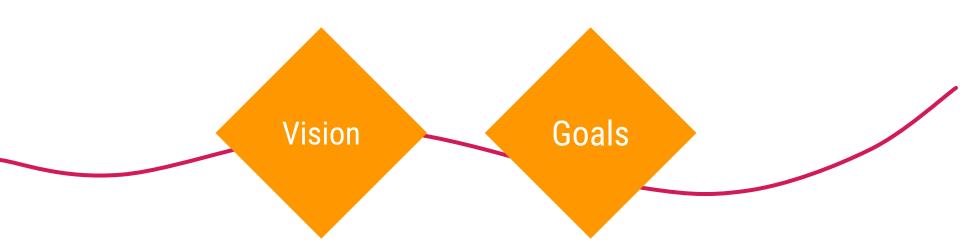






# **Year Plan**











# **Logos (New Guidelines)**



# Official Rotaract Logo

Standard Official Club Logo (From RY 2023-24 Onwards)





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





# **Logos (New Guidelines)**



# Wrong Outdated/Incorrect Logos













## **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?
- 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> <li>Guest-of-Honour (GOH)</li> <li>Outgoing/Incoming President</li> <li>Organising Chairperson (OC)</li> </ol>







#### Who should I invite?



- 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

- 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?



- 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 <a href="https://www.rotaractdistrict3310.org/district-3310-resource-page">https://www.rotaractdistrict3310.org/district-3310-resource-page</a>



# 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





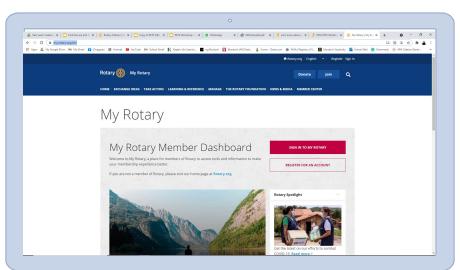




# **MyRotary Registry**



# 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







3.3

# **Members Recruitment**





# **Discussion Time! (7 minutes)**



Let's head back into our breakout groups:

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 partnering 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









# **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.







# 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









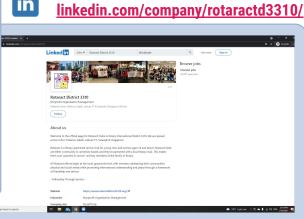


# Our Social Media Platforms!











Q&A

