



## Information Resources for new Club Presidents and Secretaries

**Are you aware that Club and District Support (CDS) staff serve as your primary contact at Rotary?** Staff can answer any question about Rotary as well as provide advice on club elections, constitutional matters, club traditions and customs, club operations, and RI Board policy. Below are some critical web resources to assist in leading and supporting your club in the year ahead.

- Discover the names and contact information for your CDS team members by using this web link: <http://www.rotary.org/support/CDAreps/index.html>
- A list of helpful resources for club presidents and secretaries is attached and on the web: [http://www.rotary.org/newsroom/downloadcenter/pdfs/club\\_pres\\_sec\\_resources.pdf](http://www.rotary.org/newsroom/downloadcenter/pdfs/club_pres_sec_resources.pdf).
- Make changes to your club's membership records, reference various Rotary Foundation reports, pay your club's dues, and report next year's club officers using Member Access. Full instructions and helpful suggestions are found: <https://riweb.rotaryintl.org/faq.asp>
- Find club publications, audiovisuals, software, forms and supplies: <http://shop.rotary.org/catalog/default.php?cPath=37>
- Use the Club President's Checklist, a monthly calendar for both presidents and presidents-elect, with reminders of club and district functions, as well as RI and The Rotary Foundation deadlines: [http://www.rotary.org/newsroom/downloadcenter/pdfs/pres\\_checklist.pdf](http://www.rotary.org/newsroom/downloadcenter/pdfs/pres_checklist.pdf)
- The Club Leadership Plan is a strategic planning tool based on the best practices of actual Rotary clubs: <http://www.rotary.org/support/club/clubplan.html>
- IRS information regarding US club's tax status and mandatory yearly reports is attached and on the web – **with new IRS requirements for 2008**: [http://www.rotary.org/newsroom/downloadcenter/pdfs/info\\_paper\\_clubs\\_irs.pdf](http://www.rotary.org/newsroom/downloadcenter/pdfs/info_paper_clubs_irs.pdf)
- [Discover your CDS team](#) names and contact details.
- [Print a list of helpful resources](#) for club presidents and secretaries.

- Make online changes to your club's membership records, reference various Rotary Foundation reports, pay your club's dues, and report next year's club officers using [Member Access](#).
- [Find club publications](#), audiovisuals, software, forms and supplies.
- [The club president's checklist](#) is a monthly calendar for presidents and presidents-elect with reminders of club and district functions, as well as RI and The Rotary Foundation deadlines.
- The [Club Leadership Plan](#) is a strategic planning tool based on the best practices of actual Rotary clubs.
- [IRS Information](#) for US clubs regarding tax status and mandatory reports – **including new IRS requirements for 2008.**

Rotary staff looks forward to working with you and supporting your club's service efforts. Be sure to contact your CDS representative whenever you need assistance.