



HELPFUL RESOURCES FOR CLUB OFFICERS

Rotary International | www.rotary.org

CLUB AND DISTRICT SUPPORT (CDS) www.rotary.org/cds

Located around the world, the CDS staff is your key Rotary contact. CDS representatives provide personalized service, training, and guidance on Rotary resources, policies, and procedures. [Contact them](#) if you have questions on

- Rotary resources and services
- Administrative procedures
- Board policy and Rotary constitutional documents
- Conducting Rotary business with Member Access

MEMBER ACCESS <http://www.rotary.org/en/selfservice/Pages/login.aspx>

Member Access is a members-only area where Rotarians can manage their Rotary e-mail subscriptions, register for meetings, access member benefits, and contribute to The Rotary Foundation. Club and district officers have access to additional records and reports. For example, club presidents and club secretaries can

- Update membership records* and club data with Rotary
- Report next year's officers (by 31 December)
- Print the Semi Annual Report (SAR) and pay club dues to Rotary (July/January)
- Utilize the online *Official Directory*
- Run a range of club reports

*Providing updated club membership data by 1 June/1 December ensures that the SAR will be accurate.

Please [click here](#) if you have not already registered. Having trouble? Visit our [Frequently Asked Questions](#) page. Still having trouble? Contact your [CDS Representative](#) for assistance.

ROTARY WEBSITE RESOURCES

You can download free copies of the *Strategic Planning Guide*, manuals, and much more at the [Resources for Running a Club](#) section of the Rotary website.

The guide, [Be a Vibrant Club: Your Club Leadership Plan](#), includes questions, ideas, and resources to help your club be more successful. See which of the recommended best practices your club is already using and which ones might take your club from good to great.

Find your [Financial Representative's](#) contact information online for advice on club payments, Semi Annual Report (SAR) invoices, balances, and exchange rates.

Rotary Leader is a free online publication featuring practical information, links and important deadlines. Current club presidents who have provided accurate e-mail addresses via Member Access will receive it automatically, but club presidents-elect and club secretaries are strongly encouraged to [subscribe](#).

For more helpful resources, follow these links:

Policy and Procedure

- [Manual of Procedure](#)
- [RI Visual Identity Guide](#)
- [Web Terms and Conditions](#)

Membership

- [Membership Development Resources](#)
- [How to Propose a New Member](#)
- [Membership Growth and Retention](#)
- [Rotary Basics](#)
- [This is Rotary](#)
- [Welcome Bulletin for New Members](#)

Media

- [Tips to Make Your Website Shine](#)
- [Social Media Tips](#)
- [Webinars](#)
- [RI Video Magazine](#)
- [Additional Newsletters](#)