



ROTARY
INTERNATIONAL
IN GREAT BRITAIN AND IRELAND

DISTRICT 1070

GUIDELINES FOR ROTARY / ROTARACT LIAISON OFFICERS

This is a guide to the duties of a Rotary/Rotaract Liaison Officer and will help to get the maximum results from the position for both the Rotary Club and the Rotaract Club.

In order to be certain what is required it is necessary to consider in the first instance, the Purpose and Goals of Rotaract which are as follows:-

PURPOSE: To provide the opportunity for young men and women to enhance their knowledge and skills that will assist them in personal development to address the physical and social needs of their communities and to promote better relations between all people worldwide through a framework of friendship and service.

- GOALS:**
1. To develop professional and leadership skills.
 2. To emphasise respect for the rights of others, based on recognition of the worth of each individual.
 3. To recognise the dignity and value of all useful occupations as opportunities to service.
 4. To recognise, practice and promote ethical standards as leadership qualities and vocational responsibilities.
 5. To develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide.
 6. To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill to all people.

It will be seen that there is a very close relationship between the the "Goals of Rotaract" and the "Aims and Objects of Rotary".

The type of person you will meet will be very mixed. The majority of Rotaractors are highly articulate. Some are running their own business or managing a business for someone else. Others are in some professional occupation or married and are used to responsibility.

It is however a fact that without Rotaract many would never get the opportunity to act as President, Secretary or Treasurer of a group of their peers, probably the most difficult of management tasks.

THE ROLE OF A ROTARY / ROTARACT LIAISON OFFICER

- ADVISOR** To be available to **give advice as requested** but not to be constantly butting in with advice. Comments such as "In Rotary we do it this way" are real motivation killers and should be avoided at all costs.
- OBSERVER** Be aware of what is happening in the Club. To achieve their PURPOSE Rotaractors must be allowed to run their own show. However, do speak privately to the Rotaract President and Officers, about any areas of concern you have about the Club.
- SUPPORTER** To attend or send a Representative to all meetings and as many events as possible.
- BITE YOUR TONGUE** You may see that some decision being taken is a mistake and will need correcting at some time or may cause a minor problem. However, providing it is a minor problem then let it happen. **If Rotaractors are to develop** as defined in "PURPOSE" then it would be wrong to be constantly taking action to make sure that they never make a mistake. **They will develop more** if they have to take corrective action for a previous wrong decision.
- BE A REPORTER** Both the Rotary Club Council and the Rotary Club should be kept **FULLY informed** of what is happening at the Rotaract Club. It is no reflection on the Liaison Officer **if the Rotaract Club is having a bad time** but too frequently the Rotary Club, and in particular the President, never knows about this **until it is too late**.
- ROTARY LIAISON** **Attendance at Rotaract Meetings** Within R.I. it is not permissible for a Rotaract meeting to take place without a Rotarian being present. RGBI Clubs are unanimous that they want a Rotarian to attend each meeting* held every two weeks. This does not mean it is essential for a Rotarian to attend every Rotaract function. *NB. It counts as a Rotary attendance.
- NEW MEMBER RECRUITMENT** **Rotaract Clubs are constantly in search of new members** and this is mainly due to their age structure. They also tend to have a much high membership turnover than Rotary. The most successful way to increase membership is from strength. Many Clubs wait until they are down to 8 or 10 members before they decide to do something about it. It is then often too late. **Rotary can help** by encouraging a "planned approach" from age 22 years upwards and encouraging Club Officers to think three years ahead. Waiting until most members are aged 28 years is a recipe for closure. There are many tried and tested methods of recruiting new Rotaractors and contact should be made with the Rotaract District Chairman if any help is needed.
- ROTARY / ROTARACT MAGAZINES & NEWSLETTERS** Rotaract Clubs only have the Rotary magazine made available to them via the Liaison Officer. Perhaps more than one copy could be made available to them. Any other local or Club magazine could be passed to the Rotaract President. **The Rotaract members should also be encouraged to contribute to a Club magazine.**
- EVENING ROTARY CLUBS** In many areas there is an evening and a lunchtime Rotary Club. Usually Rotaract has been sponsored by the lunch club. Evening clubs are encouraged to get involved with Rotaract by supporting the sponsor club. This can be encouraged by the Liaison Officer.
- ACCOUNTS** Ensure the Rotaract Club has its Accounts Audited annually, and copies passed to the Rotary Club Treasurer.

ATTENDANCE AT ROTARACT AND ROTARY MEETINGS AND EVENTS

Standard Rotaract Club Constitution, Article 5 - Meetings, Paragraph 3 states:-

"Rotary International requires each sponsoring Rotary Club to designate one or more Members of its club to attend the meetings of its Rotaract Club"

If there is a single Rotary/Rotaract Liaison Officer then is his/her minimum attendance at Rotaract. Invariably however the RRLO will attend other Rotaract events.

If you are fortunate enough to be in the position of being a Chairman of a Rotary Club Rotaract Committee of 2/3 Rotarians, then it is strongly recommended a rota is set up for Committee Members' attendance at meetings.

The Liaison Officer should consider every new Rotary Club member to attend a Rotaract meeting with him within his first six months of membership.

Committee Meetings Officers of the Rotaract Club should be invited to attend their opposite Rotary Committee meeting at least once near the start of the new Rotary year. This would help them develop ideas and if necessary assist with the activities on a joint basis. Speak to the Rotary Committee Chairmen and Rotaracts to arrange this.

Charter Night The Rotaract Club is an essential and integral part of a sponsoring Rotary Club and it is reasonable therefore that it be represented at the Rotary Charter Night by the President of the Rotaract Club. If the President is a female not to invite her is unworthy. Rotaract is "A service club for your men and women between the age of 18-30. The invitation is an acknowledgement of the office of a very important section of the Rotary Club.

General Rotaract should be invited to the Rotary Club meeting to report on their attendance at any event sponsored/paid for by the Rotary Club. e.g. Rotaract "National", RGBI Conference, R.Y.L.A. Not only does this maintain Rotary interest in the club but also ensures that all members of the Rotary Club are satisfied that the support is merited and keenly sought.

The Rotary/Rotaract Liaison Officer, in addition to attending Rotaract Club meetings **should also find time to attend at least one Rotaract District Council Meeting** during the year, which is an excellent opportunity to hear about other Rotaract projects and events through other Rotaract Clubs in the District, in addition to meeting fellow Liaison Officers from other Rotary Clubs.

The Liaison Officer is also encouraged to attend the Rotaract Group Meetings (using the same "Groups" as Rotary), which are held bi-monthly. This provide an excellent opportunity for a more detailed discussion about Rotaract and its activities and ways to deal with potential problems. **The benefit of these Group Meetings for Rotary/Rotaract Liaison officers cannot be over-estimated.**

Attendance at the Rotaract District Ball/Conference is always enjoyable, and RRLO's are asked to encourage two or three fellow Rotarians from their own Club, and their wives to attend and make up a party to join with their Rotaract Club for an excellent evening of fun and fellowship!

During the year you should work to ensure that the ROTARACT PRESIDENT attends (as guest) the:-

- Rotary Club Assembly
- Rotary Charter Night
- President's Ladies Night
- A normal Business Meeting
- Rotary Club Council Meeting

In turn, the Liaison Officer should arrange with Rotaract for the **ROTARY Club President to attend:-**

- Rotaract Charter Dinner
- A Rotaract Club Meeting, with the opportunity to talk about Rotary
- A Rotaract Club Council/Committee Meeting

In addition to the above, other Rotaractors and Rotarians should be encouraged to visit each others Club Meetings and events.

ROTARACT AND ROTARY - "PARTNERS IN SERVICE"

Practical steps to take to ensure that the Members in both Clubs understand and respect each other, based on greater knowledge.

Effective communication - through a great awareness of each other via joint events and attending each other's meetings and projects.

As a minimum our District Governor expects **each Rotary Club** to invite the Rotaract Club President to the Rotary Club Assembly, a Council Meeting, a Business Meeting and the Club Charter Dinner. Please speak to your Club President and ensure that this undertaken as a matter of course.

Reports at each other's meetings - as the Rotary/Rotaract Liaison officer you must work to ensure effective communication by speaking about Rotaract at your Rotary Club Meetings, and in turn informing Rotaract about Rotary projects and activities at the Rotaract meetings.

Copies of Rotaract Minutes of Club Meetings could be forwarded to the Rotary Club President and Senior Vice President.

Help Rotaractors understand the nature and basis of Rotary Club funds - so they don't think there is a bottomless pit to ask to draw from!

Ensure the Rotary Club (especially the Treasurer) budgets properly for the costs of Rotaract eg., Rotaract President as a guest of the Club at Assembly Business Meeting and Charter Dinner; the incoming of the Club at Assembly, Training-Day; as a minimum the cost of one delegate place at the Annual Rotaract "National" (Multi-District) Conference; and finally any expenses for your own Rotary/Rotaract Committee.

Involve Rotaract in a Rotary Club Fund Raising or Community project e.g. Beer Festival, Church Service, Christmas Collection. **Jointly organise a project together.**

Social - Ensure a minimum of two joint social or sports events during the year e.g., Tenpin Bowling, Pub Games, Quiz Evening, What's My Line.

Offer Rotaractors interview experience also use Rotaractors as Interviewers (don't forget, some Rotaractors may be Managers/Company Directors).

Ask your Club Speaker Finder to invite the Rotaract Club President to talk to your Rotary Club about Rotaract once during the year, and in turn **encourage your Rotary Club President to attend a Rotaract Meeting and talk about Rotary**, early in the year.

Encourage other Rotarians to attend Rotaract Meetings (organise a rota).

Arrange for any new Rotarians to attend a Rotaract Meeting (as a matter of "standard procedure").

Remember to invite other Rotaractors, not just the President to attend Rotary events, and vice versa.

Finally, you are the link between Rotaract and Rotary - be enthusiastic!

IDENTIFYING POTENTIAL PROBLEMS IN A ROTARACT CLUB

A Rotary / Rotaract Liaison Officer should be aware of the most common problems:-

1. An "ageing" membership (majority over 25 years old)
2. "Cliques" (imbalance of interests; long established members "sticking together", new members not integrating).
3. Only a few members attending events - Balanced Programme? Too many events?
4. Lack of leadership - "One man band", poor delegation; lack of teamwork
5. Numbers falling - lack of recruitment; narrow range of events.
6. Acting Short-Term - not thinking, planning ahead. Where will the Club in in 2/3 years?

A RRLO should work to carefully ensure the Rotaract President and Officers become aware of any of these problems, if they are not already. Have an informal discussion with the Rotaract President and Officers first.

If necessary then involve other Rotarians and call a meeting with the Rotaract Club Officers, and work with them to find possible solutions and agreed courses of action. These will differ from Club to Club, but points and ideas for dealing with these problems are often discussed at the Rotaract Group Meetings and District Meetings, which RRLO's are strongly encouraged to attend.

ROTARACT DISTRICT TRAINING PROGRAMME

BEGINNING JULY

DISTRICT ASSEMBLY:-

General Rotaract Training for all/any Rotaractors

OCTOBER

CLUB OFFICERS' REVIEW / WORKSHOPS

JANUARY

CLUB PRESIDENTS' HALF YEAR REVIEW / WORKSHOPS

MAY

INCOMING PRESIDENT'S AND CLUB OFFICER'S TRAINING DAY

ROLE OF THE ROTARY / ROTARACT LIAISON OFFICER

(Rotary Club Rotaract Committee Chairman)

TO SUMMARISE:

- Be there!!! Attend meetings regularly.
- To help with the development of the club and the individuals in it.
- To be reactive not pro-active, give tactful guidance. DO NOT be a 'heavy' Rotarian. Don't patronise.
- Offer advice and/or financial assistance (from the Rotary Club) whenever appropriate. In the event of a major problem ensure Rotaract develops an ACTION PLAN to resolve it.
- You must identify with the Rotaractors, try to get on their wavelength.
Be the POSITIVE link between your Rotary Club and the Rotaractors. Get them together and mixing.
Get Rotarians to the Rotaractors meetings, and visa versa.
- Encourage the ONGOING drive for NEW MEMBERS
- Get Rotaract involved in a Rotary Project and GET Rotary involved in a Rotaract Project.
- Communicate!! Ensure you give a FULL and INTERESTING report REGULARLY to your Rotary Club.
At Club Council, and Business Meetings ensure ROTARACT isn't always at the end of the Agenda! If you have a club newsletter ensure Rotaract is mentioned.
- Encourage sponsorship by your club to Rotaractors who wish to attend such events as RYLA, Interota and Multi-District Conference.
Do EVERYTHING you can to build ENTHUSIASM in Rotary for Rotaract.

MISSION STATEMENT:

The Liaison Officer's role is to provide an EFFECTIVE and positive LINK between his Rotary Club and THEIR Rotaract Club. To communicate, advise and encourage both the Rotaract AND Rotary Clubs to ensure the continuing success of Rotaract.

FINALLY

When it's time for you to "handover" Rotaract, ensure that there is an enthusiastic Rotarian who can continue your good work. Discuss this with the senior officers in your club and aim to develop a successor.

Don't give Rotaractors the opportunity to say that Rotary does not care about them!