



Ruritan National

2017 Club Leadership Training

Welcome



- Welcome
 - Thank you for accepting your leadership role in your club.
 - Thank you for taking the time to come to the district training.
 - Now for the logistics – exits, restrooms, etc.
 - Please sign the training roster.
 - Introductions
 - Name
 - Club
 - What you expect from the class?

Purpose



- To provide Leadership Skills and Knowledge needed to be an effect club Leader (President, Vice President, Treasurer, Secretary and Director).
- Provide needed resource material (Club and District Officers' Handbook) related to the office of President, Vice President, Treasurer, Secretary & Director.
- In addition it will highlight pertinent information.
- Provide Handout Material (with explanations and examples), which will aid the President, Vice President, Treasurer, Secretary & Director in fulfilling the responsibilities of the Office.
- Provide questions and answers time during the training session.

Serve



- Have you ever served as “PRESIDENT, VICE PRESIDENT, TREASURER, SECRETARY or DIRECTOR”?
 - What do you think your duties are?
 - Let’s Make a List.
 - Simple.
 - In your Words – 10 or less.
 - Let’s review your duties (Club and District Officers’ Handbook).

Responsibilities of All Officers



- From your creative thinking should come plans for better club operation and service to your community.
- Become familiar with the Club By-Laws and Club/District Officers' Handbook. (C/DOH pg15)
- Helping formulate policies of the club, and see that they do not conflict with the Club By-Laws and Club/District Officers' Handbook.
- Serve as a Member of the Board of Directors and attend all of the Board of Directors Meetings. (C/DOH pg15)
- Attend Club Officers' Training at District Convention.
- Attend Zone and District Meetings including Winter and Summer Zone Meetings.
- Attend District and National Conventions, if possible
- Be familiar with all aspects of the Ruritan organization
 - Insure proper handling of meetings and club business
 - Insure that meeting agendas are followed at all meetings
 - Insure new Members are properly inducted
 - Insure a program is ready for each meeting

Responsibilities of All Officers



- Insure that Club and National Anniversaries are celebrated!
- Insure that the club is represented at proper events:
 - Community, Zone, District
- Insure that the monthly club schedule for club officers is reviewed prior to each meeting

President Duties



- Serve as a Chair of the Board of Directors.
- Keep Club & Board informed on all matters passed on from District and Ruritan National.
- Lead Club meetings and board meetings.
- Encourage and Assist Committee Chair's in the performance of their assigned duties and giving counsel and assistance as needed.
- President
 - Follow established meeting procedures
 - Follow Board meeting procedures
 - Appoint Special Committee (C/DOH pg. 13)
 - Let's review the details. (C/DOH pg. 13)

Initial Check List



President

- November
 - Distribute New Club Kits
 - Appoint Audit Committee
 - Schedule meeting to appoint Special & Community Service Committees
 - Select Delegates for National Convention
- December
 - Delegates Report on District Convention
 - Announce names of Special & Community Service Chair and Members
 - Give Special Committee Chair Committee copy of Guide and Information
 - Distribute Club Directory & Officers and Committee Assignments
- January
 - Schedule Community Service Committee meetings for Program
 - Present estimated Project cost to Club for approval
 - Approve budget to cover cost of Community Service projects
 - Approve Finance Committee Fund Raising projects.

Vice President Duties



- Substituting for President whenever the President is unable to perform the duties of the office.
- Assist Committee Chair's in the performance of their assigned duties and giving counsel and assistance as needed.
- Carrying out other duties assigned by President which may include:
 - Being responsible for having all committee's complete Community Service Reports and submitting to District Governor by October 1st for District judging.
 - Being responsible for Publication and Distribution of Committee assignments and Club Directory by January 1st.
- Call on each Committee Chair for report at each meeting
- Record Reported Information
- Develop and distribute listing of all projects and status to club monthly
- Remind and Assist Committee Chairs in completing approved projects.
 - The Chair of the Objectives committee (C/DOH pg13 – B2)
 - The Chair of the Finance Committee (C/DOH pg13 – B3)
 - Let's review the details. (C/DOH pg. 13)

Initial Check List



Vice President

- November
 - Assist President in appointing Community Service Committees
 - Finance Committee working on new budget
- December
 - Announce Names of Community Service Chair and members
 - Give each Committee Chair copy of Guide and Information
 - Instruct each Community Chair to hold meeting to recommend projects for year.
- January
 - Community Service Committee meets to finalize objectives for year
 - Present each project to club with estimated cost for approval
 - Establish Budget to cover cost of Community Service projects
 - Meet with Finance Committee to establish Fund Raising projects.

Treasurer Duties



Basic Duties (C/DOH Pg. 14)

- Maintain Financial Records of the club (Income and Expense)
 - Member's accounts should be up to date at each meeting, including membership, dues and initiation fees. Send statements or reminders of delinquent accounts per Club Policy.
- Keep Board informed on all financial matters.
- Assist Objective Committee's with Financial Info in completing annual Community Service Reports.
- Assist with the preparation of the club's annual budget.
- Keep proper records of all income and expense. Use two (2) part receipt book for all income. Use Cash Journal to Track income and expense. A Computer Cash Journal (Spreadsheet) is available on the web site
- Pay all bills by check.

Treasurer's Handbook



- Give Report at monthly meeting. Monthly Treasurer's Report (Deposits, Disbursements, Investments, Delinquent Dues)
- Reports at board meeting are informational only.
- Treasurer's Book (Income/Expense) should end on the closing date of the report before the meeting and a new page starting on the day of the meeting. (totals at the bottom of the page in the cash journal should be same as the treasurer's report.)
- IRS Form 990 Due in May
 - 990 EZ – under \$50,000
 - 990 – over \$50,000
 - Annual Submission
- Yearly Schedule (C/DOH pg. 17)

Treasurer

Custodian of all club funds (C/DOH pg14 – 2)

Secretary Duties



Basic Duties (C/DOH pg. 14)

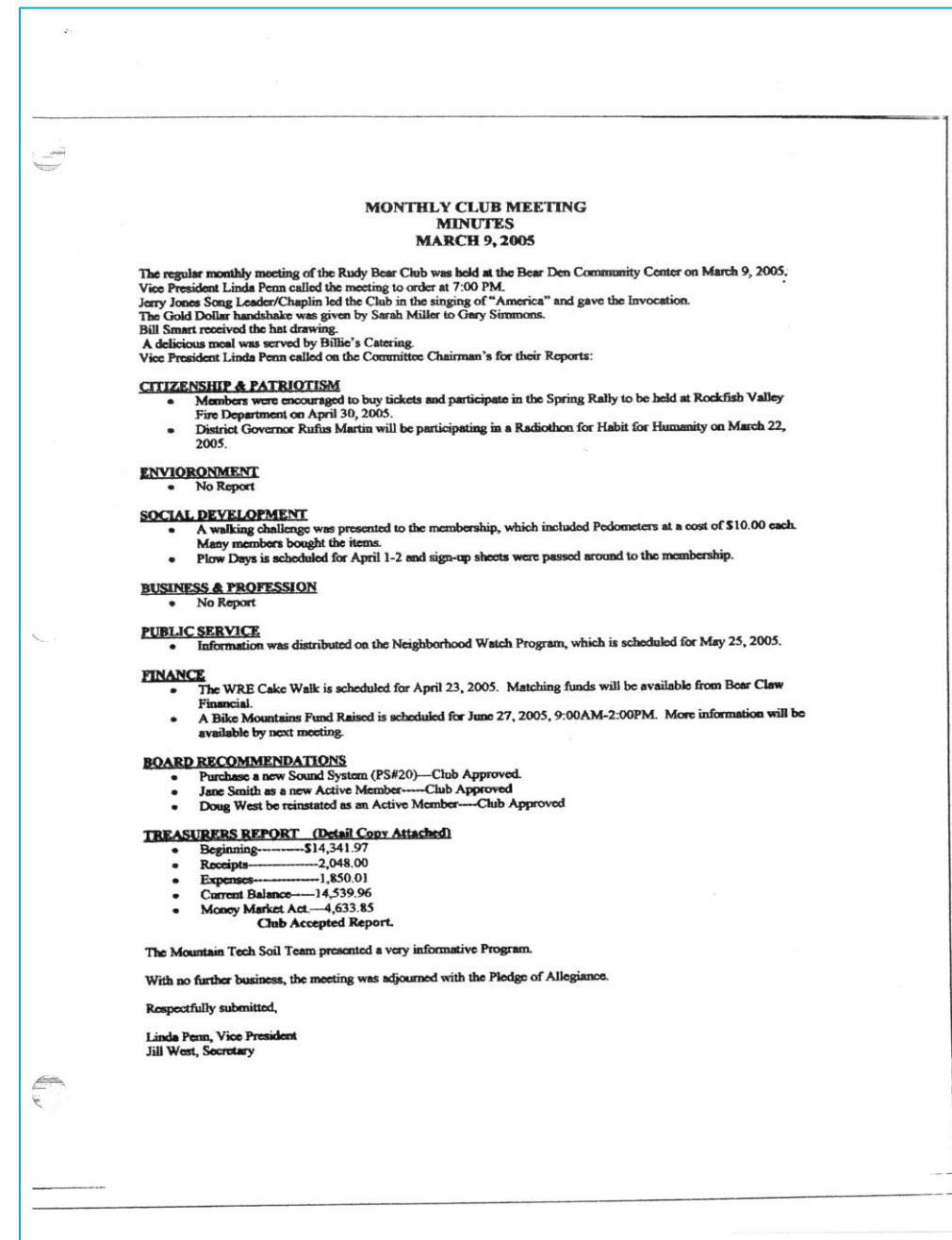
- Maintain Records of the club.
- Keep Board informed on all Policy matters.
- Assist Objective Committee's with Administrative Info in completing annual Community Service Reports.
- Assist President in preparation of meetings.
- Club meeting Procedure (C/DOH Pg. 2)
- Membership Info Change Forms (Secretary's Handbook)
 - Membership Management System (MMS C/DOH pg. 5)
 - Membership Info Change Forms (Word Document from Ruritan.org)
- Quarterly Activities and Attendance Report (Secretary's Handbook)
- Monthly Interim Activities and Attendance Report (Secretary's Handbook)
- Sample Club Meeting Minutes (Secretary's Handbook)
- Sample Board Meeting Minutes (Secretary's Handbook)
- Ruritan National Yearly Schedule (C/DOH pg. 17)

Secretary's Club Minutes



Monthly Club Meeting Minutes

- Sample Minutes to right
- Includes attendance Information.
- Includes Community Services & Committee Reports.
- Includes Board recommendations.
- Includes Treasurer's Report.
- Includes Old Business.
- Includes New Business.
- Minutes will be stored in authorized location.
- All the forms and instructions are in the Secretaries Handbook



Secretary's Board Minutes



Monthly Board Meeting Minutes

- Sample Minutes to right.
- Includes Attendance.
- Includes old items.
- Includes new items.
- Includes recommendations for club meeting.
- Minutes will be stored in authorized location.

BOARD OF DIRECTORS MEEETING MARCH 2, 2005

The March Board of Directors meeting of the Rudy Bear Ruritan Club was held at the Bear Den Community Center on March 2, 2005.

President Mark Jefferson called the meeting to order at 7:05 PM. Harry Lamb had the Invocation.

The following members were present: Mark Jefferson, Linda Penn, Jill West, Harry Lamb, Dane Humphries, and Mary Jones.

Secretary Jill West read the Minutes of the February Meeting—No changes were recommended.

The following item of information was presented:

- Mark Jefferson gave a report on the progress of the 65th Anniversary Committee.
- Harry Lamb reported on the selection of the Double Your Dollar Scholarship Winner (SD#14)
- Treasurer Harry Lamb gave the following report:

Beginning Balance	\$14,341.97
Total Receipts	2,048.00
Total Expenses	1,850.01
Current Balance	14,539.96
Money Market Act.	4,633.85
- A WRE benefit Cake Walk has been scheduled for April 23 and Bear Claw Financial has offered matching funds for the proceeds.

The following items were discussed:

- Plans were discussed for the Plow Day Fundraiser on April 1-2.
- Spring Rally

The Board makes the following Recommendations for Club Approval:

- The purchase of a new Sound System depending on how it works at the regular meeting (PS#20)
- Jane Smith as a New Active Member.
- Doug West be reinstated as an Active Member.

With no further business, the meeting was adjourned at 8:14PM.

Respectfully submitted,

Mark Jefferson, President
Jill West, Secretary

Document Requirements



Minutes Requirements

- Accurate Minutes of all meetings
 - Record detail minutes of all Club meetings.
 - Prepare for reading at next meeting for Approval.
 - Record detail minutes of all Board meetings.
 - Board Recommendations to Club for Approval.
 - Maintain Roll of Club Membership.
 - Maintain Complete Attendance Records.
- Make Proper Reports on Time
 - Submit Club Monthly Reports.
 - Correspondence as instructed by Club.
 - Notifying Members of meetings.
 - Sending Invitations to new Approved Members.
 - Letters of Appreciation to Speakers.
 - Assist Club Reporter with Publicity.

Custodian of all Club Records

- Maintain all Club records.
- Store records in Approved Location.
- Insure all records are maintained in orderly manor.

Insure all records are available when needed. Secretary
Records Keeper for the club (C/DOH pg14)

Secretary's Check List



Initial Check-List

- October
 - Report new Officers Names & Address to District and Ruritan National
 - Order Past President Lapel Pin for presentation at December meeting.
 - Review content of new Club Kits
 - Distribute “Handbooks only” to newly elected Officers for use in Club Officers training
- November
 - Remind Club Officers to attend Club Officers Training at District Convention
 - Assist President in distributing balance of Club Kit Material.
 - Plan to attend Club Officers training.
 - Send in new elected officers to District and National
- December
 - Prepare & distribute List of Committee Assignments to all Club Members.

Director Duties



- As a Director you are elected to a Three-year term and is in a position to see the program and shortcomings of the club (C/DOH pg. 15)

Initial Check List



Director

- January
 - Community Service Committees meets to finalize Objectives for the year
 - Finance Committee finalizes budget
 - Club votes on Budget
- February
 - Blue Ribbon and Outstanding President applications due Feb 10
 - Present each project to club with estimated cost for approval
 - Distribute list of all projects
 - Club Officer Training Complete by end of Month
- March
 - Foundation Scholarships Due by April 1
- May
 - Ruritan National Birthday (May 21st) – Celebrate Ruritan Week!!!
- September
 - President appoint Nominating Committee
 - Get Community Service Reports to District Governor by October 1st

Appointments



- Special Officers & Committees
 - Important -- Appointments
 - Select Chair that fits the position
 - Personally obtain Acceptance (Appoint in December)
 - Included in Annual Officers and Committees Listing
 - Officers – Sergeant-at-arms, Chaplin, Song Leader, Club Reporter (C/DOH pg15)
 - Committees
 - Program, Public Relations, Special, Finance, Membership, Growth & Development
 - Appoint in September – Nominating
 - Appoint in November -- Audit
 - Be sure the Chair understands Duties & Responsibilities
 - Be Sure the Chair has Printed Material that describes his position
 - President is Ex-Officio member and should attend all meetings when possible

Standing Committees



Objectives

- Vice President is the Chair
- Committee Consist of:
 - Chairs of the Five (5) Community Service Committees
- Committee Appointments
 - With President, Appoints Committee Members
 - Confirm appointments with chair before printing
 - Print Committee Assignments
- Information
 - Announce Committees at December meeting
 - Give Chairs Committee Guides at December meeting
 - Committees meet on or before the January meeting
 - Committees prepare Objective with Funds required
- Reporting
 - Report Funds required to Club in January for Approval
 - Call on each Committee Chair to report at each meeting
 - Prepare Tracking report and pass out at each meeting
 - Prepare Community Service Report and send to District Governor by October 1st

Standing Committees



Standing Committees include

- Fellowship (C/DOH pg. 19)
- Program and Entertainment (C/DOH pg. 19)
- Membership (C/DOH pg. 20)
- Finance (C/DOH pg. 24)
- Public Relations (C/DOH pg. 25)

Community Service

- Business and Professions (C/DOH pg. 27)
- Citizenship and Patriotism (C/DOH pg. 28)
- Environment (C/DOH pg. 29)
- Public Services (C/DOH pg. 30)
- Social Development (C/DOH pg. 31)

Standing Committees



Finance

- Vice President is the Chair
 - Committee Consist of:
 - Treasurer, member appointed by President
 - Basic Duties
 - Review possible sources of Income
 - Propose fundraising projects to meeting Club Financial needs
 - Prepare and present operating budget
 - Ensure all income is presented to Treasurer
 - Ensure all authorized club expenses are paid by check
 - Print Committee Assignments
 - Reporting
 - Study Dues structure and make recommendations, if needed
 - Review Financial status – if necessary make reports to Board
 - Proper reporting to IRS

Standing Committees



Audit

- 3 individuals are appointed by the President
- Appointment takes place in December
- Club Treasurer presents books to committee
- Club Secretary presents books to committee
- Committee review and makes report to club no later than February club meeting

Meetings



- Club Meetings (C/DOH pg. 2)
 - Start on Time
 - Call to Order:
 - Song- America
 - Invocation – Chaplin
 - Meal
 - Business
 - Approval of minutes
 - Objective Committee Report
 - Special Committee Reports
 - Report of Board of Directors
 - Report of Treasurer
 - Unfinished Business
 - New Business
 - Program or Entertainment
 - A “MUST” at each meeting
 - Pledge of Allegiance
 - Stop on Time
- Board Meetings (C/DOH pg15)
 - Start on Time
 - Call to Order:
 - Read minutes of club and board
 - Report of Officers
 - Conduct Unfinished business
 - Handle Membership Items
 - Survey field for prospective members
 - Discuss club problems
 - Study needs of the community
 - Plan club participation in zone, district and national meetings
 - Hear other business
 - Stop on Time

Budget



- Club Budget
 - Sample Club Budget.

**RURITAN CLUB
BUDGET**

EXPENSE

CITIZENSHIP & PATRIOTISM	\$ _____	
PUBLIC SERVICE	\$ _____	
SOCIAL DEVELOPMENT	\$ _____	
BUSINESS & PROFESSION	\$ _____	
ENVIRONMENT	\$ _____	
TOTAL EXPENSES		\$ _____

INCOME (FUND-RASING)

PROJECT # 1	\$ _____	
PROJECT # 2	\$ _____	
PROJECT # 3	\$ _____	
PROJECT # 4	\$ _____	
PROJECT # 5	\$ _____	
TOTAL INCOME		\$ _____

EXPENSE/INCOME **\$ _____**

Budget & Finance Committee

_____ V. Pres, Chair

_____ Treasurer

Status Report



- Ruritan Club Status Report
 - Recommend that you create annual schedule that includes all projects of the club
 - As the year progresses track status of each project
 - Sample of Status Report is on right

YOUR CLUB COMMUNITY SERVICE PROJECTS SCHEDULE/COMPLETION _____ (Year)	
<p><u>CITIZENSHIP & PATRIOTISM</u> (Steven Brown)</p> <ul style="list-style-type: none"> • Place Flags on Graves of Veterans • Support District Ruritan Yearbook • Maintain Community Bulletin Board • Provide Voting Location • Have program on Constitution & By-Laws • Maintain Flagpole and Flags 	<p style="text-align: right;"><u>STATUS</u></p> <p>5-29</p> <p>In Progress</p> <p>5-5</p> <p>Complete 3-12</p>
<p><u>ENVIRONMENT</u> (Donald West)</p> <ul style="list-style-type: none"> • Distribute Wildlife Seeds • Maintain Club Building Grounds • Program on Forrest Management • Program on Soil Conservation • Adopt-A-Highway 	<p>Complete 3-12</p> <p>In Progress</p> <p>Complete 3-12</p> <p>Pick-Up 3-14</p>
<p><u>SOCIAL DEVELOPMENT</u> (Mary Jones)</p> <ul style="list-style-type: none"> • Sponsor Student to FFA Leadership Conference • Sponsor Little League Baseball Team • Sponsor "T" Ball Team • Furnish Refreshments VBS • Family Cook-Out in August • Banquet for Ball teams • Donate to Ruritan National Foundation • Donation to Special Olympics • Assist New Club with 1st Fund Raiser • Sponsor Eagle Scouts to Freedoms Foundation • Christmas Baskets for Shut-In 	<p>Complete 4-9</p> <p>In Process</p> <p>Complete 3-12</p> <p>Complete 5-30</p>
<p><u>BUSINESS & PROFESSION</u> (Bill Smart)</p> <ul style="list-style-type: none"> • Sponsor Entry in Youth Livestock Show • Program on Income Tax and Laws • Sponsor Fireman of the Year Award • Ham & Egg Suppers • Program on Tobacco • Support District Fund Raiser • Host Fireman Banquet 	<p>Complete 6-2</p> <p>Complete 2-13</p> <p>Complete 2-28</p> <p>2-15 & 3-15</p> <p>Complete 5-15</p> <p>Complete 2-28</p>
<p><u>PUBLIC SERVICES</u> (Jerry Jones)</p> <ul style="list-style-type: none"> • Donate \$300.00 to Anderson VFD • Donate \$300.00 to Cherry Grove VFD • Furnish Tent for Community Use • Member of County Chamber of Commerce • Support the County Ruritan Meeting • Furnish Cooking Equipment for Community • Sponsor Bloodmobile 	<p>Complete 5-12</p> <p>Complete 8-12</p> <p>In Progress</p> <p>Complete 2-13</p> <p>In Progress</p> <p>Complete 2-28</p>

Governance



- You are a community civic club
- Your club can have internal processes and procedures for daily operations
- As long as they don't conflict your Club's Bylaws (C/DOH pg124)
- And As long as they don't conflict with the Ruritan National Bylaws (C/DOH pg. 117)

Membership Management



- Member Management System
 - [Http://mms.ruritan.org](http://mms.ruritan.org)
 - Details start at C/DOH pg. 5

The Member Management System (MMS)

For the past several years club, zone, and district officers have had an automated system at their disposal for record keeping and data research duties. Every month more club officers take advantage of the MMS and the online data collection process. If you are one of the newcomers to the MMS - the information on these next few pages will be helpful to you.

The system allows club officers to update club and member data in real time in the actual Member Management System (**MMS**) database. This is the very same database into which your changes are entered if you send in paper reports and forms.

The **MMS** allows all Ruritans access to edit and update individual information and view summary data about Ruritan. The only requirement to set up an individual member access, or a club or district officer access, is a current e-mail address in the system

The **MMS** allows zone, district and national leaders to view real-time records concerning club growth and activities. Today, any Ruritan member who wants to be able to update his or her information may do so directly. All club officers who want to update club officer roles and add and drop members may make those changes themselves.

National staff continues to process information for clubs and individuals who do not have computer access to the information or who prefer not to make those changes on line.

Ruritan Executive Director Michael Chrisley noted that the system increases efficiency in a number of ways. "First of all, individual members know their personal information –phone numbers, mailing addresses, and so on – better than anyone else. It only makes sense to have them responsible for making those corrections and updates. Second, club officers are in the best position to make changes when members add, drop, or change status – so it makes sense for them to correct that information."

Chrisley added, "Every time a member or an officer updates their club or individual information directly, it frees up our staff to focus on those members and clubs who do not choose to use the automated system. Because of the **MMS** we are nearly current with our part of the posting – entering changes today that came in yesterday's mail, instead of being weeks, even months behind."

However, Chrisley noted, "We are always willing to make the changes that clubs ask us to make. Our goal is to be as accurate as possible and keep our data as current as possible."

The system also provides summary data to Ruritan leaders including membership growth trends. Anyone who would like access to the **MMS** is invited to contact their club or district officers who can update their e-mail information and then grant them access to the system.

The web address for the system is <http://mms.ruritan.org>.

Club and district officers who need assistance are invited to call Ruritan Member Services Coordinator toll free at 877-787-8727 ext. 13

When you are granted access to the MMS (by a current club or district officer - or the Ruritan National Office) you will be sent an e-mail with your log on password. Your "username" is your Ruritan member number.

Anniversary



- Ruritan Club Anniversary
 - Sample Program
 - This is a celebration for the community and club

RURITAN CLUB ANNIVERSITY
RECOMMEND PROGRAM

Master of Ceremonies.....
Song... "America".....
Invocation.....
Welcome.....President
Minutes of the First Club Meeting.....
Introduction of Guest.....
Memorial to Deceased Members.....
Recognition of Charter Members.....
Recognition of Past Presidents.....
Recognition of Members Served as District or National Officers.....
Highlights of Club History.....
Introduction of Speaker.....
Speaker.....
Pledge of Allegiance.....

Note:

Invite Zone, District, and National officers to be part of the Program

On the back of the printed Program list:

- Current Membership with * indicating Charter Members
- Past Presidents by Year
- Honorary Members
- Deceased Members

Also, recommend having an Anniversary Cake with the RURITAN Emblem and indicating the number of years at the reception following the Program

Is Your Club Making the Grade



GRADE YOUR CLUB

Average, 68-78 Above Average 79-89 Superior 90-105

Group I ----- Check If Yes ----- Worth 2 points each

Question	Chk	Question	Chk
1) Do club meetings start and stop at scheduled times?		Does your club have each of the following Community Service Committees (Club Bylaws Article VI)?	
2) Are necessary, brief committee announcements made at club meetings?		21) Citizenship & Patriotism	
3) Is most club business conducted at Board and committee meetings?		22) Public Services	
4) Do club meetings follow the prescribed meeting procedure? (Club Bylaws Article XI)		23) Business & Professions	
5) Are monthly secretary's reports made and financial obligations paid on time?		24) Social Development	
6) Does your Program & Entertainment Committee regularly provide interesting and varied programs?		25) Environment	
7) Do you have monthly Board meetings on separate-from-regular meeting dates?		26) Was an audit Committee appointed last November (Club Bylaws Article XI)?	
8) Do you have 16 or more club members?			
9) Does your club get local news-media recognition for accomplishments?		27) Does your club have a (special) Membership Committee?	
10) Has your club installed Ruritan road signs?		28) Does your club have a (special) new Club Committee?	
11) Do you have a regular club bulletin?		29) Is a survey for community service projects conducted yearly?	
12) Do your officers and chairperson make use of all handbooks and aids available from Ruritan?		30) Are new members and guest made to feel welcome?	
13) Do your club officers attend zone and district meetings?		31) Do club meetings provide sufficient fun and fellowship?	
14) Does your club conduct occasional interclub meetings with other Ruritan Clubs?		32) Does your club have social functions with family members?	
15) Is your membership advised of the activities of the committees and Board of Directors?		33) Is your club meeting place of suitable décor, and acceptable to members and guest?	
16) Is an annual budget prepared and used?		34) Are your meals of reasonable-price, quantity & quality?	
17) Does your treasurer present a monthly financial statement to the Board?		35) Are prospective members regularly brought to club meetings and functions?	
Does your Club have each of the following Standing Committees (Club Bylaws Article VI)?		36) Do you have your own building for community use?	
18) Program & Entertainment			
19) Finance			
20) Public Relations			

Group II ----- Check If Yes ----- Worth 2 points each

Question	Chk	Question	Chk
37) Have you earned a Blue Ribbon Aware in the past three years?		42) Has your club donated this year to your Ruritan National Foundation?	
38) Have you received a District Community Service Aware in the past three years?		43) Was your club represented at the last National and District Convention?	
39) Are your community service projects submitted for district judging and competition?		44) Are new members officially recognized and presented with a new member kit?	
40) Did your club officers attend the last (annual) Club Officer leadership Education Program (Club Officer Training)?		45) Is your club now sponsoring two or more Rising Seniors?	
41) Have you sponsored a new Ruritan club in the past three years or is your membership more now than it was a year ago?			

	Chk
BONUS: Club sent student to Freedoms Foundation and/or 4-H Citizenship Washington Focus. Add 3 Points to total below	
BONUS: Club sponsors Cub Pack, Boy Scout Troop, or Explorer Post. Add 3 Points to total below	

Group I – Enter number of checks () in Group I here:		X 2 =	
Group II – Enter number of checks () in Group II here:		X 3 =	
Enter BONUS Points here:			
Your Club Score – Total			

Rev. 6/2013

Youth and Ruritan



- Guidelines for Ruri-Teen and Youth Members.
- Child Abuse and Protection Policy (C/DOH Pg. 115)

Ruri-Teen and Ruritan Youth Members

Please refer to the Ruritan website (<http://ruritan.org>) to locate information about Ruri-Teen clubs and youth activities. There are other forms pertinent to Ruri-Teen and Ruritan Youth (i.e. awards) located within this Ruritan Club and District Officers' Handbook. The policies below are specifically for Ruritans working with youth in any capacity in the organization.

Child Abuse and Protection Policy

Justification

One mission of Ruritan is to create a supportive learning environment for youth. An environment that enables them to reach their fullest potential as capable, competent and caring citizens. The Youth Protection Policy represents a code of ethics, which all Ruritans are expected to observe. Its purpose is to protect the safety and well being of all youth, whether participants in Ruritan sponsored functions, or club members and adult Ruritan club members.

All Ruritans who work closely with youth, defined in this document as anyone under 18 years of age, have the potential to profoundly affect the well being of the youth with whom they come in contact. In addition to providing safe and appropriate environments, Ruritans must also be positive role models focusing on how they communicate with youth, their methods of discipline and problem solving, and how sensitive they are to the individual needs of all young people. The responsibility for the well being of these youth lies with each and every one of us. The Ruritan National Youth Protection policy is designed to help Ruritan Clubs conduct safe and successful community service activities aimed at our youth.

This policy provides an opportunity for all clubs adults working in Ruritan youth programs to:

- Protect youth and all program participants.
- Detect and change situations that may be harmful.
- Reaffirm their dedication to youth and their well being.
- Establish and follow policies that create safe environments for all youth program participants

Policy

- Ruritan members will endeavor to provide safe and healthy programs for youth. In cases of illness or injury, youth will be treated on site by an appropriate health care provider or taken to an appropriate health care provider if necessary, when a parent or guardian is not available for consultation.
- Ruritan members are encouraged to avoid, where possible, being alone with a single youth, including transporting non-related youth and sharing sleeping quarters with non-related youth. Written permission of parent/guardian should be obtained in the event it is unavoidable.
- When Ruritan sponsored activities require over-

night housing, supervision should be provided by club members or counselors in a nearby room.

- Ruritan members under any circumstances, may not discipline youth by the use of physical punishment or by failure to provide the basic necessities of care, such as food or shelter.
- Ruritan members working directly with youth will be provided training and information about identifying signs of possible child abuse. Staff training will include approved procedures for responding to the suspicion of child abuse. Ruritan National will provide training materials.
- Ruritan members should be alert to the physical and emotional state of all children each time they report for a program. Signs of injury or suspected child abuse should be reported to the appropriate local agency.
- Parents will be informed about their youth's participation in a Ruritan activity and invited to visit the activity at any time.
- Before taking pictures of youth, members should have a completed photo release form for each youth. Please respect the families that do not wish to have their youth photographed.
- Even with a signed release form, do not put photos of youth on web pages that identify the names or locations of the youth.

Summary

One-on-one situations of an adult with a child should be avoided as reasonably feasible. Avoid potential child abuse issues by having at least three people present at all times. The purpose is to provide a safe and caring environment in all aspects of the Ruritan program, and to protect members from situations where there is potential for being accused of abuse. It is recognized that there will be occasions where one-on-one situations are unavoidable. All Ruritans, should, whenever possible, avoid such situations with youth.

Consent to be Videotaped, Photographed, Recorded, and/or Interviewed

*It is important that clubs use this form, available on the website or by request from the national office, when featuring youth in local publicity and the completed form must accompany photographs sent to the **RURITAN** magazine.*

Revised 8/2011

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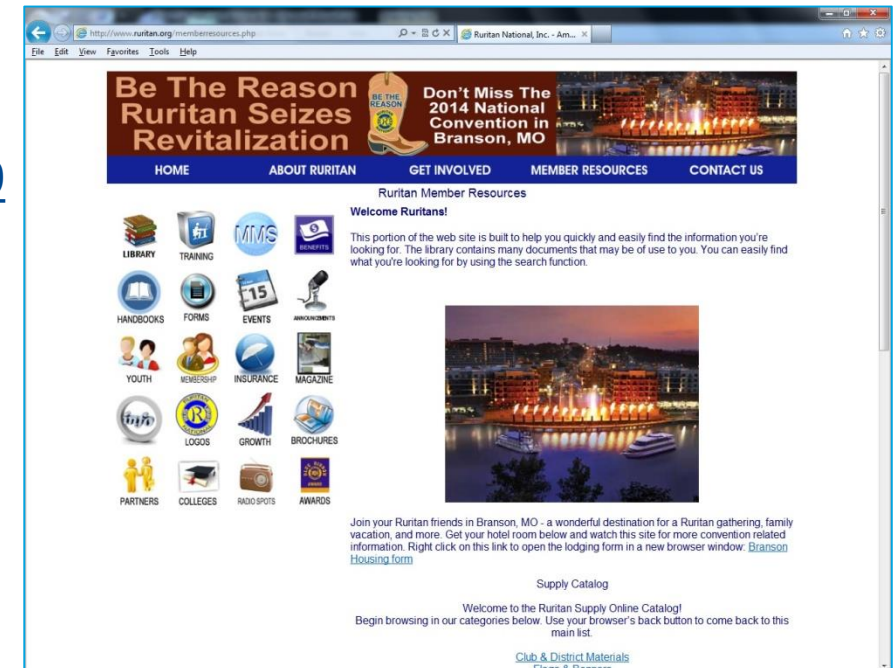
PR

Helpful Links



Additional Resources

- Membership Resources
 - <http://www.ruritan.org/memberresources.php>
- National Web Site
 - <http://www.ruritan.org>
- National Training
 - http://www.ruritan.org/dsp_lib_bycat0.php?lib_cat_id=9
- Membership Management
 - <http://mms.ruritan.org>



The Calendar



- January
 - It's a New Ruritan Year
 - Club Budget is approved
 - Audit Committee meets
 - Membership confirmed with National
 - Foundation applications due 4/1
 - National Convention
- February
 - Blue Ribbon and Outstanding President applications
 - Delegates report about National Convention
- March
 - Foundation Applications due 4/1
- May
 - Ruritan National Birthday (5/21/1928)
 - Ruritan Week (Week of May 21st)
 - 990 Tax form
- July
 - Prepare for Summer Zone Meeting
- August
 - Appoint Nominating Committee
- September
 - Community Service Reports
- October
 - Club Officers Elected
- November
 - District Convention
 - Turn in new elected officers to National and District
- December
 - District Convention report
 - Install new Officers
 - Club Christmas Party
 - Prepare for new year

Start Thinking as a Leader



- Review club status of the following
 - Special committee's duties
- Look for prospective club officers
 - Encourage potential candidates
- Selection of community service committee chairs
 - Need five (5) Committee Chairs
 - Select Chairs that match Committees
- Special Activities
 - Create new interest in the club
- Establish Master plan for next year's activities
- Attend all board and club meetings
- Attend scheduled Zone meetings
- Attend District Convention
- Attend Club Officer's training
- Attend National Convention
- Special Items (New and Improvements)
 - Create incentive programs for :
Club, Committees and Members
- Establish Goals for
 - Club Attendance
 - New Projects
 - New Members
- Remember --- Next Year you will be in the DRIVER'S Seat
- Your District Cabinet is here to support you and your club
- Have Fun being Ruritan
- And THANK YOU for what you do in your Community

Questions



1. When Should the Board Meeting be held?
2. Who are the appointed club officers?
3. What Training and Meeting should you attend?
4. How long do you wait after the scheduled time, to call the meeting to order?
5. How do you insure there is a program at each monthly meeting?
6. When should the Nominating committee be appointed?
7. When is the Audit committee appointed?
8. What are the Five methods of voting?
9. What two Committee's does the Vice President Chair?
10. When are the Community Service Committees appointed?
11. When are the Committee Objectives presented to the Club?
12. When does the Committee Chairs make reports to the Club?
13. When should the Vice President call the "Meeting to Order"?
14. When are the Community Service Reports prepared?
15. What special presentation should the Vice President be responsible for at the December meeting?
16. What is the Term of Election?
17. When should the Board of Directors meet?
18. What one specific club function does the Board of Director's supervise?
19. What authority does the Board of Directors have on action governing the membership?

Questions



20. When is the Secretary's Report mailed?
21. What months should the check for the Club dues be included with the report?
22. When are the Monthly Reports mailed?
23. When does the Secretary distribute list of committee assignments to the club?
24. When club kits are received, how should they be distributed?
25. When should the newly elected Offices be submitted to Ruritan National?
26. When are the Secretary's Books submitted for auditing?
27. The Treasurer is responsible for what funds?
28. When should the Club Financial Report be made?
29. How are delinquent Member Dues handled?
30. Where should the Club's funds be kept?
31. When should the IRS Form 990 be mailed?
32. How and when should club bills be paid?
33. When are the Treasurer's book made available for auditing?

Closing Remarks



- Please remember that you are not alone, if you have questions please don't hesitate to call your Zone Governor, District Governor or National Representative.
- Your Bible is the Club & District Officers' Handbook
- Also there is unlimited resources on the Ruritan National Website
- Or you can just call the Ruritan National
- Thank you for what you do for Ruritan and especially for taking on the leadership role in your club. You can make a difference!