

YEAR END PROCESSING NOTES:

Please read before you try to move your Club or District Committees to the 2009-2010 Rotary year.

The **DaCdb** system *automatically* processes the district committees for President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, and President-Nominee. It **automatically updates** these club positions and district committees on July 1 (the new year) for you:

Here is how these officers are promoted and how this affects security level:

2008-2009 Position	2009-2010 Position
President-Nominee (4)	President-Elect (4)
President-Elect (4)	President (4)
President (4)	Member (1)
Secretary-Elect (4)	Secretary (4)
Secretary (4)	Member (1)
Treasurer-Elect (4)	Treasurer (4)

SO, no action is required for these positions.

ALL other existing **club committees** for 2007-08 will be **CLONED** over to the 2008-09 Rotary year. Then after July 1 you would be able to "update" the members on the new club committee(s) in 2008-09 Rotary year. If the committee does not exist in the new Rotary year, you can **DELETE** it, after removing any members on that committee in the new year. Likewise you may **ADD** new committees for the new Rotary year, and populate it with members, as necessary.

NOTE: Because the "out going Club Secretary" loses their Level-4 access on

July 1st, they are encouraged to make all of their last minute changes and submit their June attendance on or before June 30th. Otherwise, the new secretary will have to make these entries.

In addition, we automatically "copy" or "roll forward" all of the Club Communications Officers (CCO), Club Rotary Foundation Chairs (TRF), Club Executive Secretaries (CES) because these people usually "continue on from year-to-year" These are not elected positions.

This takes care of the club leadership, effective July 1. And then, all these changes will be properly displayed in the standard club web page generated by the DaCdb.

Next year when a club elects their new officers, the club secretary needs to update Club MEMBER POSITIONS to reflect these new roles within their club so that the promotion process will continue as described. A person with security level 5 or 6, CAN tweak any of these records manually, if necessary.

DISTRICT COMMITTEES.

Many district committees have a representative from each club who is on that committee.

There is a link between the club position and the District committee.

For example: When DaCdb knows who the Membership Chair is for a club that person is automatically put on the District Membership Committee.

Club Presidents can satisfy the Gold Club requirement of appointing a Club Membership Chair when they use the EDIT CLUB POSITION function to identify the Club Membership Chair.

Similarly the Gold Club requirement is satisfied when the following Club positions are appointed:

- Membership Chair
- Youth Projs Chair
- Club Disc Con Coordinator
- Foundation Chair
- Public Relations Ch