



## **DRR's OFFICIAL VISIT (DOV) 2019 - 2020**

A DRR's Official Visit (DOV) is a mandatory process during which The District Rotaract Representative will visit the Clubs of the District and review & assess the functioning of the Club and provide necessary feedback and guidance.

The purpose of DRR's visit to the club is to gain insight into how the club functions. Please note that this is not an Inspection or a way of finding fault. This visit will provide the District with an insight into the Club's activities. The visit is primarily to understand some of the best practices followed by the club and share them with others, while also suggesting some best practices followed by other clubs too, solely with the intent to make Rotaract in RI District 3190 better, more productive and vibrant.

The Rotaract Clubs are expected to produce their reports, minutes and accounts (optional) to the DRR when requested to validate the Club activities.

### **Meeting Order:**

- **President Designates and Secretary Meeting**
- **Board Meeting**
- **General Body Meeting**

### **Format of the Meeting:**

#### **1. President Designates and Secretary Meeting:**

A Meeting with only the Club President, President Elect (If Nominated), President Nominee (If Nominated), and Secretary along with DRR and District Secretariat.

a. **Duration:** Approx. 20 minutes.

#### **b. Agenda for Board Meeting:**

- Opening remarks by President.
- Opening remarks by DRR.
- Review and feedback (RIY 2019 - 2020 so far, for Club and District Council).
- Meeting adjourned for Board Meeting.

#### **2. Board Meeting (Meeting with the Office Bearers):**

A Meeting with only the Club Board Members including the President Elect (if nominated), President Nominee (If Nominated), Sponsor Rotary Club President, Rotaract Committee Chair/Youth Service Director along with the DRR, District Secretariat and, respective ZRRs.

a. **Duration:** Approx. 30 minutes.

#### **b. Agenda for Board Meeting:**

- Collaring of the President by the Secretary, Meeting called to order by the President.
- Welcome address by the President.
- Report by the Board of Directors.



- iv. A brief overview of Year Planning and Budget.
- v. Submitting the Club Report to the DRR.
- vi. Submitting the Financial Report of the Club by the Treasurer Open Discussion with the Board Members.
- vii. Vote of Thanks.
- viii. Meeting adjourned for General Body Meeting.

### **3. General Body Meeting (Meeting with the Club Members):**

The General Body Meeting shall begin in parallel with the DRR's meeting with the Club's office bearers and shall be led by the Membership Extension and Retention officer or any other District Council member who shall use this time to interact with the members and seek their feedback for the year gone by. The same shall be presented to the President and President Elect for further evaluation. For this meeting, all Members of the Club, District Council Members, Institute Officials, sponsor Rotary delegates and Partners in Service are to be invited. (Note: This is subject to approval of the Club President)

Post the Board Meeting, the Formal Meeting with the Club Members begins.

a. **Duration:** Approx. 60 minutes.

**b. Agenda for General Body Meeting:**

- i. Collaring of the President by the Secretary.
- ii. Meeting called to order by the President.
- iii. Inviting the dignitaries (DRR, DRS and ZRR) to the dais.
- iv. Welcome address by the President.
- v. Self-Introduction of the Members (if feasible).
- vi. Presentation of Key Projects of the Year - Emphasis on Rotaractors who led the Key Projects.
- vii. Special announcements/releases.
- viii. Inducting of new members (if any).
- ix. Floor participation by the members (if any).
- x. Address by the ZRRs.
- xi. Address by the DRR.
- xii. Floor Open for Club Announcements.
- xiii. Floor Open for District Announcements.
- xiv. Floor Open for Well Wishers of the Club.
- xv. Secretary's Announcements.
- xvi. Vote of thanks Meeting Adjourned.

(P.T.O)



### **DRR'S OFFICIAL VISIT GUIDELINES:**

**1. Send an email to your Respective Zone Group Email ID:**

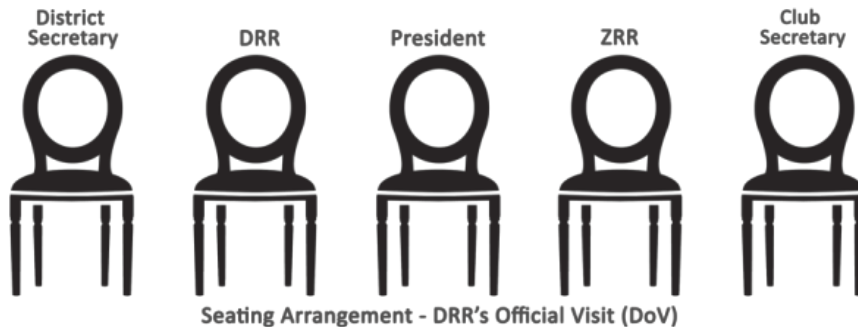
- a. Zone Kuvempu: 3190zonekuvempu@googlegroups.com
- b. Zone Karanth: 3190zonekaranth@googlegroups.com
- c. Zone Gokak: 3190zonegokak@googlegroups.com
- d. Zone Zone Karnad: 3190zonekarnad@googlegroups.com
- e. Zone Anantha Murthy: 3190zoneananthamurthy@googlegroups.com
- f. Zone Maasthi: 3190zonemaasthi@googlegroups.com
- g. Zone Bendre: 3190zonebendre@googlegroups.com
- h. Zone Kambar: 3190zonekambar@googlegroups.com

requesting to block dates for the DOV and check for the availability of your preferred dates. Once confirmed the dates shall be blocked on the DRR calendar.

- 2. Prepare and compile the Clubs activities until the date for the Meeting. If feasible, send a copy to us beforehand (to the above-mentioned mail IDs) so that the DRR can go through the same before the meeting.
- 2. Compile the Minutes of all the meetings (Board and General Body) recorded either on paper or in e-Form to present during the board meeting.
- 3. Prepare the Treasury report (income and expenditure statement) of the Club along with a copy of the Bank Statement of the Club's Bank Account (if any).
- 4. Consult your respective ZRR/Co-ZRR/DRS/DJS/DRR for any help and assistance needed and keep them posted about your preparations.
- 5. Invite the Sponsoring Rotary Club President, Secretary, and Youth Committee Members.
- 6. Invite the District Youth Service Director, DRCC, DRR-Elect, DRR-Nominee, Fellow Presidents and Secretaries, District EC Members, Parents of Rotaractors and well-wishers of your club.

### **DOs and DON'Ts:**

- 1. Don't consider the DOV as an inspection where you and the members are going to be questioned and interrogated. The DRR is your friend and the Council Members are your well-wishers, hence treat the DOV as a medium to gather feedback and exchange ideas.
- 2. Do tell about the special achievements or the activities done by the club or any member so that the DRR can incorporate that in his address to the Club, or he can personally acknowledge the member.
- 3. Don't be apprehensive of what the DRR may find out. His role is to help you and your club, help you gain local knowledge and feedback from your club on the overall functioning of the District.
- 4. Do use this occasion to inform and motivate your club members, prospective members and partners in service about the wonderful activities of the club, hence increasing their commitment towards Rotaract.
- 5. Do strictly follow the time allotted and avoid any delays in any of the meetings.
- 6. Do follow the below specified seating arrangement for both the meetings.



### RECORDS TO BE PRESENTED:

- **Club Records:**
  - Minutes of Meeting - Board and General in Hardcopy or Softcopy format.
  - Club Attendance Register.
  - Club Directory – Consisting of the Member Data (Could be an Excel Sheet with details as required for RI Updation).
  - Club Bylaws.
  - Club Bulletins.
  - Bank Account - Passbook (if any).
  - Income and Expenditure Statement of the Club Bulletin of the Club (if any).
  - Bulletin of the Club (If any).
- **Club Properties:**
  - Club Charter Certificate.
  - President's Collar.
  - Gavel & Gong.
  - Club Banner.
  - Office Bearer's lapel pins/Badges.
  - Club Member's lapel pins/Badges.
  - Club Letterhead.