



Rotary Club of Oak Bay

Preferred Practice For The Bulletin Reporter

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to the Board Committee Chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.

Rotary Club of Oak Bay Preferred Practices For The Bulletin Reporter

KEY FUNCTION

To ensure that there is a set of guidelines and consistent procedures for the Bulletin Reporter responsible for compiling a report on Oak Bay Rotary's weekly meeting.

AIM OF THIS DOCUMENT

To provide terms of reference for the Oak Bay Rotary Bulletin Reporter.

PREFERRED PRACTICES

- 1.** The Bulletin Reporter checks the online roster to determine when his/her duty is and ensures that he/she will be present to take the minutes of the meeting. If the reporter cannot be present, a substitute must be found, and notification given to the President, the Club Director, and the Bulletin Editor (Webmaster).
- 2.** At the meeting the Bulletin Reporter:
 - (a) Ensures that the Greeter/Introducer of Visiting Rotarians and Guests provides the list so that it may be included in the minutes.
 - (b) Reports accurately and thoroughly all parts of the meeting.
- 3.** When the minutes have been prepared, the reporter checks for errors in spelling and grammar. The Bulletin reporter is responsible for ensuring that information is not of a personal nature, is not derogatory in any way, and is not offensive to any person.
- 4.** When completed, preferably by Thursday of the meeting week, the Bulletin Reporter emails the finished report to the editor/webmaster for publishing to the website.

RISK MANAGEMENT

At present there are no risk management guidelines for this preferred practice

This Preferred Practice is compiled by:

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Approved by the Board of Rotary Club of Oak Bay on September 19, 2012

Revised By:

Date: