

Rotary



**ROTARY:
MAKING A
DIFFERENCE**

Register NOW District 5220

<http://www.directory-online.com/Rotary/index.cfm?EventID=77314717>

No Registrations after July 17th

Secretary/DaCdb Workshop

This workshop is designed to provide tools and skills for club secretaries and/or club officers, board members, committee chairs, district leaders...and every Rotarian!

8:30—9:00 AM Registration, networking and light Breakfast

9:00—10:00 AM General group session covering resources and helpful information for club secretaries, club presidents, board members, and committee or project chairs

10:00—Noon—Two DaCdb breakout sessions—Choose Basic DaCdb or Advanced DaCdb

July 22, 2017

Valley First Credit Union

1419 J St, Modesto, CA 95354



LEARN

- Secretary Duties
- Calendar of events
- Finding Resources
- Conflict of Interest
- District Policies & Procedures
- RI Manual of Procedure
- Insurance

BASIC DaCdb

- Log in/Security Levels
- Add/Term/Edit Members
- Pmail
- Post to District Calendar
- Register Online
- ATTENDANCE/Makeups

ADVANCED DaCdb

- Add Club Officers
- Club Directories
- Reports
- Birthday/Anniversaries
- Compare with RI records
- Badges/Mailing labels