 **DISTRICT CHAIRMAN’S OFFICIAL VISIT**

The District Chairman visits every Club of her District once a year. During this visit, she over see the administrative work, asses the overall progress and guide the Club Executive to improve their work.

Most Club recon the day as a special one and one of the major fellowship happens for the year. Others deem it the most auspicious day when major new projects are launched, membership extension etc. Clubs are known to make use of the opportunity as a major public relations exercise when leader of the Club gets a chance to meet the Chairman & also invite to attend visit to projects and to the regular Club Meeting.

The Chairman is the best friend, philosopher and guide for a Club. Her official visit provides undivided attention towards a through study and analyzing the Club Activities and achievements. During her visit it made the most effective forum for interactioin between Club Member and her. Everyone learns from the vast experience and knowledge of the District Chairman and enhances the Club’s strength in furthering Inner Wheel ideals.

* Before Dist. Chairman’s official visit a letter should be send for her consent.
* Be prepared with the “Form 1-Club history & Plan”- complete that & send it to Dist. Chairman, at least 7 days before her club visit.
* On visit day **Clubs should be ready with the following:-**

**A. For President**

a) MeetingFile

b)District Correspondence File

c) International Correspondence File

d) Project File

**B. For Secretary**

**a)** Minutes Book with attendance:

i) Executive Committee Meetings;

ii) General Committee Meeting.

b) Membership File.

**C. For Treasurer** a) Bank Cheque Book.

b) Cash Book

c) Voucher File

d) Audited Balance Sheet of the previous year.

**D.**I.S.O.File

E.Link Club File (If any)

F.PressClippingFile

**E. For Club Correspondent**

a)Publication File

b) Photo Album

(Clubs can maintain a file for any other documents that related to club matter; such as- photocopy of any letter send to district/clubs/any other organization)

F. Other Necessary Items:

a) Original Charter.

b) Constitution Book

c) Club Seal

d) Club Banner & extra Lapel Pin

e) Money receipt book

9. A visit to the project site could be arranged.

**[Accommodation**: Clubs to offer home hospitality wherever possible. If not, club to pay for hotel accommodation or District Chairman to pay if she chooses to stay in hotel.**]**

**CLUB ASSEMBLY ON CHAIRMAN’S OFFICIAL VISIT**

* To call the Meeting to order by Club President
* National Anthem & prayer.
* Welcome – by President, introduction of District Chairman with the members..
* Apology of absence.
* Birthday and Wedding Anniversary Greeting.
* To read the Minutes of the last General Body Meeting and confirmation of Minutes.
* Treasurer’s report
* Report by the officers
* Project discussion
* Meeting handover to District Chairman
* Files to be perused to District Chairman
* Chairman’s speech
* Vote of Thanks.
* Meeting close

Clubs may invite other Club members for a fellowship to mark this day as a special one.

**SAMPLE INVITATION CARD FOR CHAIRMAN’S VISIT**



The President and Members

Of Inner Wheel Club of…………….

Cordially invite you on the

Official Visit of the District Chairman

Ms. Sharmin Hossain

Inner Wheel District 345

Bangladesh.

On(date)………………..At (time)……………………….

At (venue)……………………………..

…………………………….. ………………………….

President Secretary

Contact :

**(Form-1)**

 **INNER WHEEL DISTRICT 345**

**CLUB’S INFORMATION & PLANS**

Inner Wheel Club of…………………….

***CLUB HISTORY***

|  |  |
| --- | --- |
| Date of Formation  |  |
| Inaugurated by (Chairman &Extension Organiser)  |  |
| Sponsor Club  |  |
| Charter Presentation Date  |  |
| Charter Presented by (Chairman)  |  |
| Charter Number  |  |
| Charter President  |  |
| Charter Secretary  |  |
| No. of Charter member  |  |
| Club E-mail ID  |  |

***CLUB SERVICE***

a) Do you have

i) Membership form- Yes/No

ii) Induction form- Yes/No

b) Number of Members till today-

i) Active……………………..ii) Honored Active………………………….iii) Honorary……………………………..

c) How is your attendance ? ………………………….%

d) Do you have any transfer ? Yes/No

e) Members resigned this year ………………………….

f) New member join this year …………………………

g) Do you follow the proper way to welcome & induct them? Yes/No

h) Members involved with different profession (name profession):

|  |
| --- |
|  |

i) Do you Greet Members on their Birthday, Anniversaries etc. ? If yes, How ?

|  |
| --- |
|  |

k) Do you celebrate Club day/ Charter Day? If yes, How?

|  |
| --- |
|  |

l) Do you recognize your club members for their outstanding activities? If yes, how ?

|  |
| --- |
|  |

***ADMINISTRATION***

a) Do you follow the quorum rules for

i) General Meeting (20% attendant) : Yes/No

ii) Executive Committee Meeting

 (4 members must attend) : Yes/No

b) Meeting Venue :

c) Meeting Date & Time :

d) Have you invite Speaker (give detail) :

|  |
| --- |
|  |

e) Do you have audit File & name of the audit company.

f) Do you read financial report every month ? Yes/No

g) Do you get Club Fees regularly ? Yes/No

i) When you have paid for IIW Capitation & District Fees?

j) Do you raise funds for your activities ? If yes, How ?

|  |
| --- |
|  |

***CORRESPONDENCE***

a) Regular liaison with District Executive committee of 345 Yes/No

b) Regular liaison with Rotary & other Inner Wheel Clubs : Yes/No

c) Do you read & discuss letters receiving from District/Clubs in the meeting? Yes/No

d)Member’s attendance on :

i)Workshop ……………ii)Rally………………iii) Conferrence……………..iv) Assembly…………

e) Is there any media coverage? Yes/No

***CLUB PROJECT***

a) Continuous/Running Project (how many):

b) Joint Project with Rotary/Inner Wheel Clubs (how many):

c) How many projects do you take in a month :

d) Do you continue old projects : Yes/No

e) In which project you are involved with most-Individual/Jointly? - If both, then why?

|  |
| --- |
|  |

g) Have you involve yourself with IIW Social Project? Yes/No

h) How do you adopt new projects ?

|  |
| --- |
|  |

i) Have you form any link Club/ sponsor a new IW club? Yes/No

***CLUB RECORDS***

Do you keep the following : (Answer with √ or ×)

IIW Constitution & Handbook Yes/No

Original Charter Yes/No

Minutes Book with agenda & Attendance Register Yes/No

Committee meeting File (Executive & general) Yes/No

Correspondence File (Internal, District & International) Yes/No

Membership File Yes/No

Communication File Yes/No

Cash book & Bank cheque books for two accounts (general & charity) Yes/No

Voucher File Yes/No

Audited Balance Sheet of the previous year. Yes/No

Publication & Newspaper Cutting File. Yes/No

Photo Album. Yes/No

Club banner & extra lapel pin Yes/No

………………………………. ………………………..

President (signature) Secretary (signature)

Date……………………………

 **(This form should be filled by the Club President and submit to District Chairman 7 days before her official visit)**