District Assembly

Outline of topics

- **Always Go from DAC to Rotary International**
  - **Add officer name to "My Rotary" but not to DAC – "Officer Compare"**
  - **Add officer name to DAC but not pushing it up to R I – "Officer Compare"**

- **Member Types – Potential, Proposed, Active, R85, Family, Corporate (differences)**

- **Application: Written and Online (Completing member profile after application is entered)**

- **Use the "Carrier Lookup" to add the members cellphone carrier to their file**

- **Terminating Members especially before any transfers in or out – Cannot transfer a member without first being terminated at old club**

- **On a transferred in member – first get a letter of "Good Financial Standing" from former club**

- **Also, be sure to void any monies owed or collect the money before terminating any member – Accounts Receivable**

- **Maintaining Member Files – Using "Member Compare" to push data to R I**

- **Explanation of the "30-day rule" for both terminations and Start dates**

- **Change/delete an Officers future positions before terminating**

- **Login and Password recovery (now passwords must be 12 characters long) (do not use \ " special Characters)**

- **DAC Videos – Click on the "Support" Tab on top of page – New page, now on left side click on "DAC Training" – now on left side click on "Secretary Training" – New page, on the right side of new page is a group of eleven "Key Topics Covered", the one that works best with what was covered is "Add – Terminate Members".**

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