

Peninsula
Rotaract



Member's Handbook

1st Edition
RY 2025/2026

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What is Rotary?

History of Rotary and why it started

Rotary was started in Chicago, USA, in 1905 by a man named Paul Harris (one of the biggest awards in Rotary is called a Paul Harris Fellowship in honour of him). Initially, the organisation was for businesses to talk with each other and exchange ideas, Rotary's name coming from how the meeting place would rotate to a different business each time. Today, Rotary has become one of the largest humanitarian organisations, operating in over 200 countries.

Rotary is a global network of more than 1.2 million neighbours, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

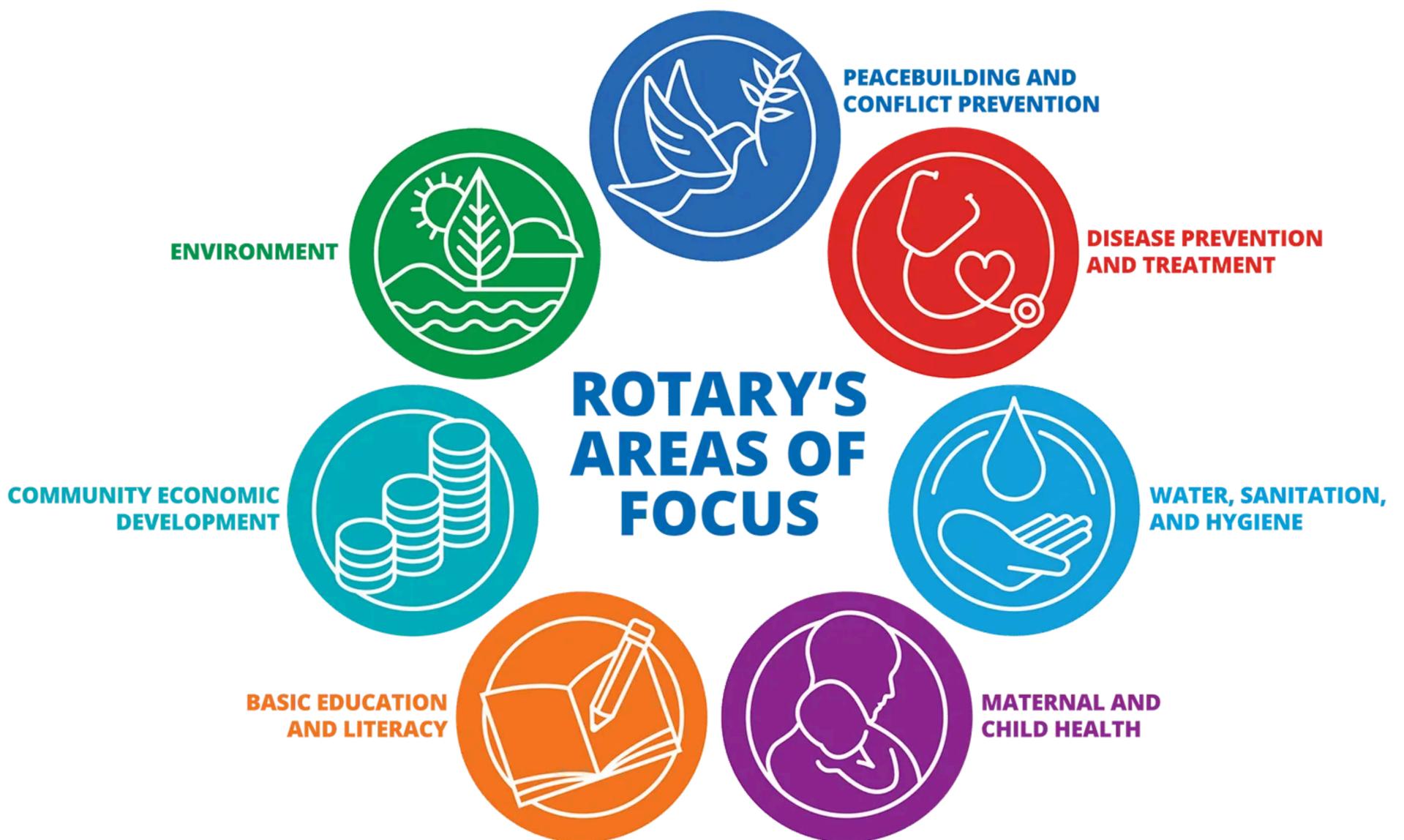
- Rotary
International

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Rotary's 7 Areas of Focus

Rotary's Areas of Focus are kind of like the UN's Sustainable Development Goals - they outline our organisation's key goal sectors, ones which we believe are key to making the world a better place. All Rotary and Rotaract projects fall under one or more of the Areas of Focus. Check them out below!





Levels of Rotary

- International, to Regional, to Local

Can you imagine if there was only one centralised Rotary body that governed every single Rotarian and Rotaractor in the entire world? Not very efficient! This is why Rotary International is split into several tiers that get more and more local, from the international team, to regional zones, to districts, and finally, to clubs. Look below to find out more!



Rotary International (RI)

Led by the RI President and Board of Directors, this is the global level of Rotary and the executive leadership of the organisation. They manage worldwide administration, policies, and global service initiatives.



Zones

The world is divided into 34 Zones, each with an approximately even number of Rotarians. These look after administrative organisation, leadership training, and electing RI directors. **We are in Zone 8, however, our Zone is participating in a new Regionalisation Pilot, under which we are known as Rotary South Pacific.** Our Zone or Region includes Australia, New Zealand, and the South Pacific Islands.



Districts

There are about 500 Rotary districts, typically with 45-60 Rotary clubs in each. These are led by a District Governor (DG). **We are in District 9815, currently led by DG Peter Behm.** This smaller group of clubs allows for locally-focused club collaboration and growth strategies.



Clubs

The bit you are probably most familiar with, these are clubs like ours, Peninsula Rotaract! Clubs run projects and initiatives to benefit their own local communities, as well as running larger-scale projects and member-focused events.

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Why do Rotarians keep talking about Polio? What is Foundation?

Rotary has always aimed high to solve some of the biggest problems that humanity faces. In 1979 Rotary International decided to eliminate polio in the Philippines by vaccinating 6 million children. This was the beginning of the Polio Plus project which continues to this day. When Rotary eliminates Polio it will be the 2nd disease to be eliminated in human existence!

Polio is caused by a virus called the poliovirus which initially causes flu-like symptoms, but can lead to permanent paralysis. In the past, polio was less of an issue when humans lived in smaller settlements, but as international trade increased and people began to live in larger cities, the spread increased exponentially. This called for the development of a vaccine, which was achieved in 1955.

The issue with the distribution of the vaccine was that while first-world countries could afford the vaccine and were mainly polio-free, many people in developing countries were still dying from the disease. So, Rotary, alongside the WHO and later the Bill and Melinda Gates Foundation, began to fund the distribution of the vaccine to everyone. Slowly, countries were declared polio-free after 3 years of no cases.

Today, 2.5 billion children have received the vaccine and polio cases have been decreased by 99.9%, with cases only now found in Afghanistan and Pakistan

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TOGETHER, WE

END POLIO

Rotary believes healthy communities are strong communities. That's one reason we've worked tirelessly to help immunize 2.5 billion children against polio. Bringing the world closer to eradicating a deadly disease — that's what people of action do. [Learn more at Rotary.org](http://Rotary.org).

Rotary  **PEOPLE OF ACTION**

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What is Rotaract?

Short for 'Rotary in Action', Rotaract is a sub-division of Rotary specifically for young adults aged 18+. The upper age bracket is 35 years old, though this is just a guideline so anyone is welcome! Rotaract clubs function essentially just like Rotary clubs, apart from a few administrative requirements, and share Rotary International's goals. Rotaract is an amazing opportunity for young people to meet like-minded people, give back to their community by creating projects you are passionate about, and develop yourself as an individual and as a leader.

In Rotaract, you will attend regular club meetings, where we make important decisions on our current and potential future projects, as well as organising other fun activities like social events and training & development workshops. Outside of meetings, you can give as little or as much you want to Rotaract, and often you will get the same amount back in return. Here, you have the opportunity to contribute to or lead projects close to your heart, to do hands-on project work with the communities we are helping, better yourself through development workshops, and join regular social meet-ups with the team (think dinner, picnic, games night, and anything you can think of!)

Though our efforts cover a lot in their focus, and the amount the club does reflects that, we are very flexible to accommodate for the hectic lives we all live! So never feel pressured to come to an event or meeting, and remember you choose how much you give!

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Core Values

connection

service

fun

learning

*big-picture
thinking*

teamwork

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About Peninsula Rotaract

The Old Rotaract Club

In your time in Peninsula Rotaract, it probably won't be long until you hear about the previous club. Technically, the club was chartered in May 7th 2010, with 11 members, and ran for 10 years. The original club was sponsored by the Rotary Club of Peninsula 2.0 and the Rotary Club of Seaford Carrum Downs. Some of the key projects undertaken by the previous club included service trips to East Timor and Indonesia, as well as Clean Up Australia Day events.

There are a few reasons why the previous club is no longer running. Firstly, the core of the club aged out of Rotaract due to limited recruiting of younger members, so by the end, the core of the club was in their 30s. The second reason was that many members moved on in their lives, often starting their own families, relocating, or becoming involved in their new careers. The straw that broke the camel's back was the COVID pandemic. Due to these factors, the previous club ended up being inactive for about 2 years in the hope that someone would choose to restart the club.

About Peninsula Rotaract

Our Club's history

While at RYLA in July of 2023, Lily Setnik decided to restart Peninsula Rotaract after learning about the previous club. Over the next few months, she convinced friends and family to join, which slowly grew the club. The first few months of this revived Peninsula Rotaract involved a lot of trial and error, attempting different leadership structures and exploring lots of different project ideas. In November of 2023, we were offered a Bunnings BBQ at Frankston Bunnings by Peninsula 2.0 Rotary,





Our Twin Club

Rotaract Club of Kathmandu Mid-Town

What's a twin club?

A twinship is essentially a formal friendship between two Rotaract clubs, often done internationally. Each club in the twinship is each other's 'twin club'. The twinship agreement is for 1 year and can be renewed each year for as long as each club agrees to. The agreement requires both clubs to promise to work together on projects and initiatives, help each other, and foster connection between their club members for the duration of the twinship.

Who's our twin club?

Our twin club is the Rotaract Club of Kathmandu Mid-Town in Nepal. The twinship between us was created on the 7th of December 2024, during our first trip to Nepal. We agreed to form a twinship with them because of how much they supported us when in Nepal. Since then, many of our members have become good friends with their members, we have jointly worked on projects in Australia and Nepal (e.g. Teach the Teacher, Project REACH), and have renewed the twinship most recently on the 7th of December 2025.

Head to:

<https://www.peninsularotaract.org/about-4>
to find out more about our twinship!

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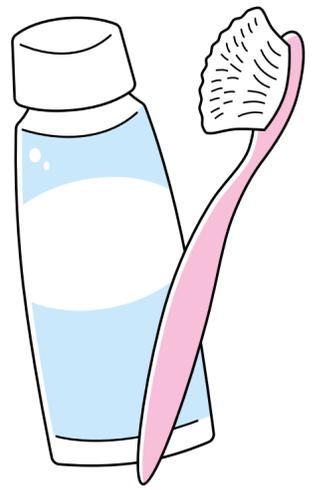
Rotaract



Club of
Kathmandu Mid-Town



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Signature Projects

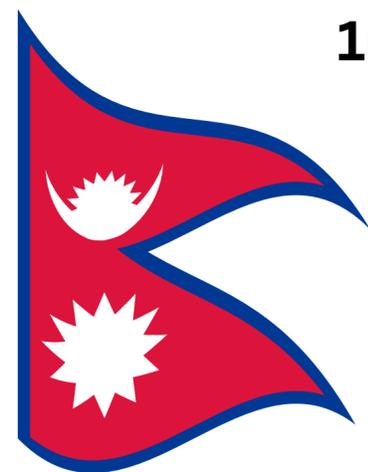
Toothbrush+

Toothbrush+ was born from our past president, Lily's, passion to prevent tooth decay, and the accompanying health issues, in our homeless population, who often end up only able to eat 'soft food packs'.

Beyond toothbrushes and toothpaste, we decided to expand our efforts to collecting any personal hygiene items (e.g. soap, menstrual products) - hence the '+' in the name. We have had Rotary and Earlyact clubs donate in the past, but our primary collection method has been through community pharmacies.

At several local pharmacies, we have donation boxes set up where customers can purchase personal hygiene products and drop them into the box. Once the box is full, we pick up the products and redistribute them to the 4 Community Support Centres in Frankston and on the Peninsula in a rotating manner. We are always looking to expand our partner pharmacies and are looking at possibly partnering with dental practices too!

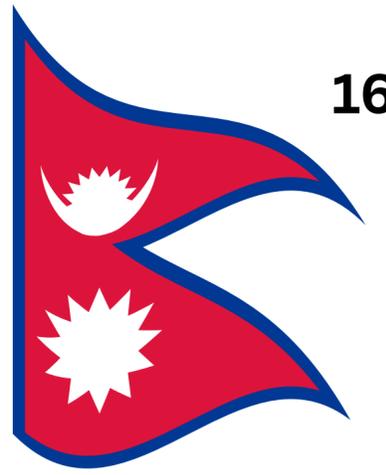
Toothbrush+ is a sub-initiative where we pack said hygiene products in toiletry bags we handmake. We pack them choc-a-bloc, sometimes with some extra sweet treats too!



Nepal Service Trip #1

This was our first international trip and has been a life-changing experience for the 5 members who went, along with Rotarian, Sandra Fiedeldy. Fundraised for in Australia, with some support from local Rotary clubs, we delivered the following projects:

- We paid for and participated in a free health camp at a brick factory, run by Shanti Sewa Griha (local NGO), each of our members was assigned a job on the day - checking blood pressure, giving out toothpaste and toothbrushes, doing X-rays, running eye tests, and more!
- We painted a mural of Rotary's 7 Areas of Focus at Mangal School in Kirtipur, with significant help from the Rotaract Club of Kathmandu Mid-Town and under the direction of experienced artist, Sandra. The school kids' enthusiasm knew no bounds and it was fantastic to see them help co-create something that would mark their school forever.
- We helped to establish a community garden at a KOSHISH women's transit home. This facility housed women with mental health difficulties, who often came from trauma and domestic violence backgrounds. By creating a veggie garden there, the women could learn new skills, enjoy more community activities, and the facility could save on costs (by cooking with the produce and selling excess) so that they could focus on what matters most: rehabilitating these women.
- With the Rotaract clubs of Kathmandu Mid-Town, Kathmandu, and Patan, we purchased around \$800's worth of school supplies for 21 children who could not afford to go to go to school otherwise.



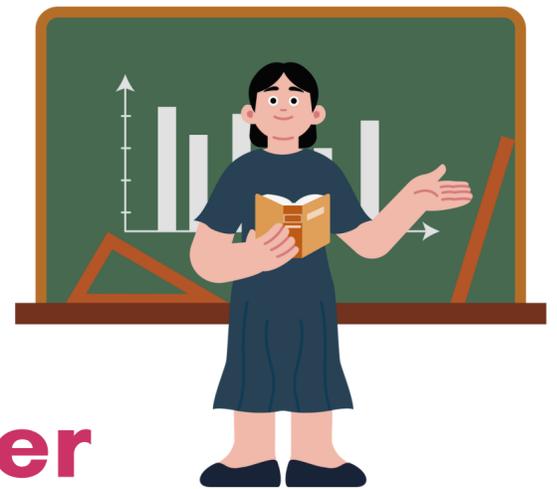
Nepal Service Trip #2

This trip felt different to the last, since we already had strong connections with the local Rotaractors, particularly from RAC Kathmandu Mid-Town. They were involved in planning this trip every step of the way, and our friendships and collaboration had continued from afar when we were in Australia. So, when we returned to Nepal, it felt like coming back to a second home to old friends in many ways. For Matt, Alanna, and Orion, this was a completely new experience, like it was for Charlotte and Quinney a year prior, and it was wonderful to see them learn and grow throughout the trip. Our activities this time included: (all of these are in collaboration with RAC Kathmandu Mid-Town)

- We transported a Sky Hydrant (water filter) from Australia and worked with the Rotary Club of Patan South to install it at a local school, where it now provides clean water to over 1000 students.
- We donated socks and orthotic shoes to children at the Self-Help Group for Cerebral Palsy (SGCP) and participated in their Christmas celebration, singing and dancing to carols together. We then got a tour of this amazing centre.
- We participated in 2 health camps in Chitwan, outside the Kathmandu valley, run by Shanti Sewa Griha (NGO).
- We participated in an international Rotaract South Asia/South-East Asia 3-day summit in Pokhara - SEARIC.
- We spent 5 days in the remote hills of Gorkha, delivering health-focused sessions to the children and staff at 2 of the local schools.
- We also donated some school materials.
- We met young schoolgirls from very remote and mountaineous Dolpo, staying in Kathmandu to study. We heard their stories, and donated school and hygiene supplies to them.

+ a whole lot more! check out our insta [hehe](#)

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Teach the Teacher

This is an initiative adapted from our twin club in which students craft engaging oral presentations centred on a climate change subtopic that they are passionate about, which they end up delivering to a group of their teachers. The 6 students from Frankston High School (grades 8-11) who completed our program presented on topics ranging from fast fashion, to ocean pollution, and renewable energy.

The program took us several months to deliver, throughout which we delivered an average of 2 lunchtime mentoring sessions per week with the students. These covered everything from research skills, managing presentation anxiety, and what makes a presentation engaging. We also worked one-on-one with the students to help them develop their presentations effectively and prompt them to think about them from a different perspective.

Each presentation had to include:

- 📌 a local perspective (Frankston and the Mornington Peninsula)
- 👍 a link to a local community group that works to address this issue
- 😊 an interactive/audience participation element

We are planning on expanding this program to other schools in the local area and are looking forward to improving our approach so that this initiative is even more successful in future!



Devil Bend Work

Through Lily's connections with the Citizen Science Crew at Dangeean/Devil Bend, we have worked with them several times to help conserve the local vegetation and fight against habitat loss in the area.

In 2024, we purchased and donated a GPS to help locate local turtle nests and to track hatching. We also launched a 'habitat island' (a raft-like structure) for shoreline birds and turtles to rest safe from foxes.

We continue to maintain good relationships with the Citizen Science Crew and have returned for vegetation planting. This is a semi-regular activity for our club.





Leadership Structure

By having a clearly defined leadership structure, clubs can ensure that key responsibilities are completed by assigning a person to them, while making sure that each member knows their role and feels purposeful in the club. This also streamlines decision making, as especially with larger clubs, if every single member has equal input on every single decision, progress is slow and inefficient.

This way, club members also have the potential to build their leadership aptitudes if they are on the board, while learning role-specific skills (e.g. financial management if treasurer). Remember, these role-specific skills are not a prerequisite to enter a role, and adequate training and support will be provided by the club.

Each club has the same core compulsory leadership structure, consisting of the President, Immediate Past President, Secretary, and Treasurer. Flip to the next page for a visual.



Levels of Leadership - Rotary International

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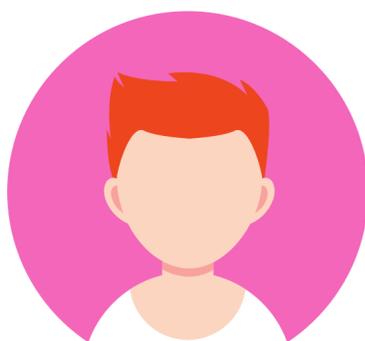
Core Leadership Structure - Common to Every Club



President



**Immediate
Past President**



Vice-President



Secretary



Treasurer

Above are roles that all Rotaract and Rotary clubs must have on their board (executive leadership team), but each club can also add to this as they wish. On the next page, you'll find a visual of our club's leadership team - with an additional 2 positions to the required board roles: International Service Director, and Foundation Chair.

On the following pages, there are specific role descriptions of each to clear things up!

Our Club's Leadership Team



President



**Immediate
Past President**



Vice-President



Secretary



**Foundation
Chair**



Co-Treasurers



**International
Service Director**

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President

The president is the head-honcho of the club, with the important role of overseeing all club activities & growth, member engagement, and community relations.

Responsibilities:

- chairing meetings (club-dependent)
- guiding effective and respectful group communication
- overseeing and checking-in on ongoing projects & project leads
- presenting new opportunities to the club
- communicating important district and other information to the club
- ensuring the club's growth is on-track with goals
- identifying issues in the club and brainstorming possible causes and solutions, consulting with other members
- acting as spokesperson for the club, liaising extensively with other Rotary and Rotaract clubs, as well as community organisations

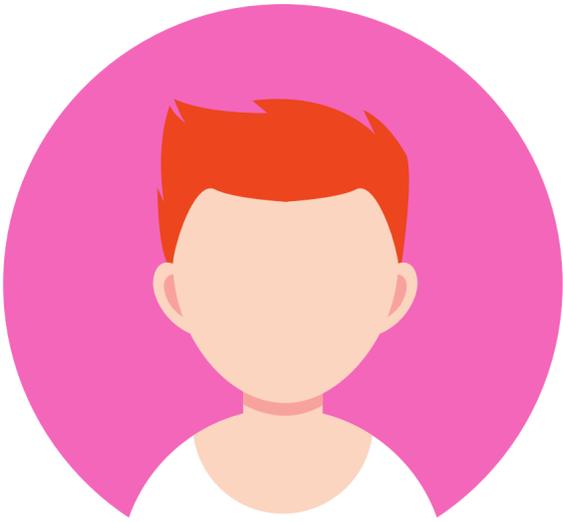


Immediate Past President

The immediate past-president (IPP) has an important role on the board as an experienced advisor. They should also be a personal support to the president, giving them support and advice, as well as ensuring continuity in leadership.

Responsibilities:

- supporting the president
- acting as an advisor on the board
- supporting other members and promoting leadership development



Vice-President

The vice-president has more fluid responsibilities, with their primary role simply being to support the president. This makes it a good introductory board role for someone who is new to club leadership positions, but enthusiastic and wanting to build confidence and skills.

Responsibilities:

- helping the president with their own responsibilities, especially if the president is finding the workload heavy
- helping to fill-in if the president is away
- being an active board member, participating in discussions, online and in-person, attending meetings, and giving their opinion on all relevant decisions



Secretary

The secretary is the head of club administration, making sure all club documentation is up-to-date and ensuring all club communication is clear and prompt. They are a silent powerhouse of the group!

Responsibilities:

- recording the minutes of each meeting
- acting as Secretary on myCAV (Consumer Affairs portal for submitting documents etc.)
- keeping member and other club records up to date and liaising with Consumer Affairs where necessary
- managing the club's key communication channels (mail, email, etc.)
- advise the club and board on simple legal or internal requirements (e.g. abiding by or changing the club constitution)



Treasurer

The treasurer looks after the club's finances through record-keeping, managing in- and outgoing payments, and more!

Responsibilities:

- processing invoices
- paying out reimbursements
- collecting membership fees
- maintaining the ledger
- advising on the club's financial position in meetings
- keeping cash/assets stored safely
- keeping receipt records



International Service Director

The international service director oversees all projects and initiatives relating to international club collaborations, including cultural exchanges, joint projects, and more!

Responsibilities:

- leading and/or overseeing all international club initiatives
- being the first point of contact for international clubs contacting us about possible collaborations
- maintaining healthy working relationships with international clubs
- seeking and receiving approval from the club before acting on any project ideas and possible collaborations with international clubs
- notifying club members of upcoming events under the international service avenue



Foundation Chair

The Foundation Chair promotes foundation understanding and giving, as well as helping the club apply for grants on the district or global level, enabling us to maximise our impact!

Responsibilities:

- teaching others about what Foundation is, what it does, and our role in relation to it
- promoting Foundation giving and ensuring donors are properly recognised
- leads any club applications for district or global grants, as well as advising members on the proper process to do so
- acting as the liaison between our club and the District Foundation Chair



Social Media Manager

The social media manager's role is fairly self-explanatory, they manage all social media accounts of the club and have a major role in website design and updates too.

Responsibilities:

- ensure photos and/or videos are taken at every club event
- post about all notable club events and achievements in a timely manner
- ensure posting schedule is regular to maintain engagement
- ensure there is some variety in content posted (e.g. photos, reels, montages) to maintain engagement
- ensure club information on social media and the website is up-to-date
- ensure the content is 'outwards-facing' (target audience is possible members, not only those already involved in Rotaract and Rotary)
- manage DMs received on Instagram or Facebook



Youth Protection Officer

Since we often conduct activities and projects involving youth under 18 years old, the Youth Protection Officer (YPO) makes sure the club is compliant with youth protection policies and procedures to prevent inappropriate behaviour towards children.

Responsibilities:

- Conducting vetting of new club members to ensure they can safely work with children
- Maintaining the club-specific child safety risk register
- Investigating reports of inappropriate behaviour towards a child involving (a) club member(s)
- Ensuring that all members and volunteers are aware of relevant laws and policies and their obligation to report suspected child abuse
- Promote child safety culture, including clear and open communication

Friends of the Club - Important Rotarians to Know

Sandra Fideldy

Sandra is the current President of Rosebud Rye Rotary, which is one of the clubs that sponsors us. Sandra is also the person who helped run the Nepal Service Trip using her amazing connections through her years of work running her NGO in Nepal. She has been an invaluable asset to the club, helping create the Nepal mini doco and aiding the club to bring the Nepal Service Trip to the attention of the district.



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Peter Rawlings (AKA Uncle Pete)

Peter is the community leader for the Frankston and Mornington Peninsula Rotary clubs. These community groups are how Rotary groups can come together and collaborate on large and important projects, such as pool hoists to make public pools more accessible or important medical equipment, like cancer probes. Peter is from Mt Martha Rotary and has encouraged his club (with support from his sister, Anne Shaw) to provide many fundraising BBQ opportunities to our club and donations to Toothbrush+. Peter is also one of our biggest advocates on the Community Group and District levels, as well as for Rotaract in general.



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Trudy Poole

Trudy is the 2025/26 president of Peninsula 2.0 Rotary Club (one of our 2 parent clubs). She is a dynamic leader who is keen on modernising the way Rotary does things to appeal to the interests of younger people, as well as the challenges they face. Trudy is always a cheerleader of our club and loves to have us get involved in her club's projects. She mentored Lily in the early stages of rebuilding our club and has ties to Frankston High School Interact, where she knows Charlotte and Quinney from. She was one of the pioneers of the yearly Duck Derby at Frankston Waterfront Festival and brings energy and new ideas to all she does.



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Peter Behm

Our current District Governor, Peter is an enthusiastic, ambitious, and dynamic friend of the club! Peter is passionate about modernising the district's and clubs' social media strategies to attract new members (e.g. podcasts, new district website), as well as diversifying club activities and being adaptable to what younger members may be interested in. Peter has been a great supporter of Rotaract and of our club, he is always keen to lend a helping hand if we ask!



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Glossary & Abbreviations

Organisational Terms

- **Rotary International (RI)** – The global organisation that connects Rotary and Rotaract clubs worldwide.
- **Rotary** – The name used to describe the organised body of Rotary clubs, members (Rotarians), and their shared service ideals.
- **Rotaract** – A group of young adults (typically 18+) focused on community service, leadership, professional development, and fellowship. Originally a Rotary youth program, now a membership type within Rotary.
- **Rotaractor / Rtr.** – A member of a Rotaract club.
- **Rotarian / Rtn.** – A member of a Rotary club.
- **Interact** – A Rotary-affiliated service club for younger members (typically ages 12–18).

Club Structure & Roles

- **RC** – Rotary Club.
- **RAC** – Rotaract Club.
- **Club** – The basic local unit where Rotarians or Rotaractors meet, plan service, and take action.
- **District** – A group of clubs in a region, led by a District Governor (**DG**).
- **PDG / PRID** – Past District Governor / Past Rotary International Director.

- **President (P)** – The current leader of a club or organisation for the Rotary year.
- **President Elect (PE)** – Someone elected to be President in the next Rotary year.
- **President Nominee (PN)** – Selected to be PE in the next cycle.
- **Assistant Governor (AG)** – A Rotary leader who supports clubs in a geographic area.

Programs & Service Activities

- **RYLA** – Rotary Youth Leadership Awards (leadership development events).
- **RYE / Youth Exchange** – International student exchange programs.
- **RAWCS** – Rotary Australia World Community Service (project support).
- **RAM** – Rotarians Against Malaria (health initiative).
- **World Community Service (WCS)** – Rotary committee coordinating international collaboration.
- **Group Study Exchange (GSE)** – Professional and cultural exchanges between districts.
- **WASHRAG** – Rotary Action Group for WASH (Water, Sanitation, & Hygiene).

Documents, Events & Traditions

- **Manual of Procedure (MOP)** – The official guidebook outlining Rotary and Rotaract governance procedures.
- **Changeover** – Annual event where outgoing leaders hand over to incoming officers at the end of the Rotary year.
- **Club Charter** – Formal document recognising a club's official membership in Rotary International.



- **Club Banner** – A small flag representing a club, often exchanged between visiting members.
- **The 4-Way Test** – Rotary's ethical guideline consisting of four questions members use to guide conduct.
- **Rotary International Convention** – The annual global gathering of Rotary and Rotaract members.

Other Useful Acronyms

- **TRF** – The Rotary Foundation (the charitable arm of Rotary).
- **PDG** – Past District Governor.
- **RIP / PRIP** – Rotary International President / Past RI President.
- **LOA** – Leave of Absence (temporary break from club duties).
- **PHF** – Paul Harris Fellow (recognition for significant Rotarian contribution).
- **AGM** – Annual General Meeting.



Helpful Resources

Learn About Rotary

Rotary International website's learning and about page

<https://my.rotary.org/en/knowledge-and-resources/resources-and-reference>



Learn New Skills as a Rotaractor

Rotary International website's free courses

(you will need to log-in to MyRotary to access, if unsure how to, please ask one of your board members)

<https://learn.rotary.org/members/pages/36/course-catalogs>



Rotary Brand Centre - access and customise media, logos etc. to promote the club, learn how to use these within Rotary's promotional guidelines

<https://brandcenter.rotary.org/en-us/>

