

Attendance Committee Report

Date: _____

Attendance The primary responsibilities of the Attendance committee are to encourage, track, and report attendance of members at Rotary meetings.

Responsibilities

- The duties of the Attendance committee are to:
- Encourage attendance at regular club meetings or regular meetings of other clubs when a member is unable to attend the club's meetings.
- Keeps all members informed of attendance requirements
- Works to rectify conditions that contribute to unsatisfactory attendance
- Promotes attendance by all club members at all Rotary meetings, including the district conferences, district training meetings, intercity meetings, and RI conventions.

Attendance Administrative Process

What is the Attendance function?

The Attendance function of RI Club Administration Software (RI-CAS) will be used to record the members' attendance at the regular club meetings.

On the Attendance screen is a list of meeting dates and the attendance figures for each meeting.

The weekly **routine: a summary**

Here is a checklist of the steps that will be taken each week to record attendance.

Before the meeting

Create the meeting (print an [Attendance Worksheet](#))

At the meeting

Record attendance, meals, make ups and guests.

After the meeting

Enter the attendance, meals, make-ups and guests into the computer from the Attendance Worksheet

The computer automatically updates attendance statistics for each member and for the club.

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Attendance
Reports

Printing reports

In the Attendance function, there are two different types of reports that can be printed: an Attendance Worksheet for entering attendance information, and a meeting report, which summarizes meeting statistics.

Meeting Reports

A meeting report will be printed by clicking on the **Preview and Print Meeting** button on the toolbar in the RI Club Administration Software (RI-CAS)

1. Click on View in the menu bar at the top of the screen.
2. Select Reports
3. In the RI Club Administration Software (RI-CAS) Reports dialog box click on the Attendance tab
4. Choose from one of the Attendance Reports in the list.

Click on Print or File, depending whether you want to print out the report or save it.

The attendance reports will be provided to the president, officers, and club members.

Chairman: _____ Signature: _____

Director: _____ Signature: _____