Decisions, Decisions!  A Good Practice Approach to Preserving Corporate Memory

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Regular changes to Rotary Club structures and the number of decisions made over time, particularly relating to compliance will often present challenges to a newly appointed Board.

At the time of its first decision-making challenge, a new Board may look to how previous Boards approached the situation. Having a record of previous significant Board decisions will ensure continuity and save considerable time.

**Register of Active and Strategic Decisions**

A Register of this type will capture agreed decisions, as well as club history, and inform future decision-makers. It leads to consistency of approach and provides an understanding of likely outcomes within the club. Although the current Board might decide to alter previous decisions due to changed circumstances, having a Register might avoid unnecessary disagreements between members when there is a clear precedent.

The adoption of such a Register has proven to be particularly useful for several District 9800 Rotary clubs. The Register records decisions from the Minutes of Board meetings and takes only a few minutes to compile. Using current technology, the Register can be updated each time decisions are made that affect the operation of the club.  Listings can then easily be shared with the members of the decision-making body or the entire club as appropriate.

An example of a five-column spreadsheet currently being used effectively by one club is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Meeting** | **Reference** | **Content** | **Type** |
| 1/05/xx | Board | 9.3 | Project business case format accepted | Policy |
| 1/10/xx | Board | 9.1 | That the club AGM be held on the last Tuesday in November | Decision |
| 1/11/xx | Board | 8.3 | Webmaster to overview website at first club meeting in December | Notification |
| 1/2/xx | SGM |  | Resolutions to accept new constitutions and Bylaws accepted | Decision |
| 1/2/xx | Board | 12.5 | Decision to proceed with a wine sales fundraiser agreed to | Decision |

Benefits of keeping a**Register of Active and Strategic Decisions** include:

* Saving time by having a quick reference point to previous decisions
* Avoiding “reinventing the wheel”
* Readily remembering what your club has decided though the blur of many decisions and pages of Minutes
* Establishing a basis for future decisions through a consistent process
* Recording the club’s key activities, which is useful when preparing annual reports
* Demonstrating that the Club has a good grasp of future direction and priorities.

**The District Club Service team strongly recommends that Clubs without a formal means of preserving corporate memory consider this approach.**