



## **Suggested Calendar for Rotary Club Presidents 2022-2023**

This checklist is designed to help you, as your Rotary Club President, plan and, thereafter, monitor Club activities monthly. It also serves as a monthly reminder of activities and deadlines.

The purpose of this checklist is to be a starting point for YOUR planning as YOU personalize it to your club. In other words, convert this calendar/ checklist into your checklist. Just start here with this calendar and tailor it to make it your own.

Now, don't forget about the sitting 2021 - 2022 club president. It is important that some of your planning activities be coordinated with your current club president. Two examples are requests to meet with your new officers or to hold a club retreat before you take office. During your year as president, you will not want members unduly distracted from tasks they agreed to do for you. Naturally, you will want to extend that same courtesy to your current 2021 - 2022 club president. Be your current club president's supporter through the end of June 2022. They'll be an important supporter for you during your year.

### **As 2022 - 2023 Club President**

#### **Prior to July 2022**

#### **Get Your Goals, Plans, and Team in Place**

- ✓ Select your leadership team/ Select committee chairs
  - Draw up your list of open positions and suitable members for each position. Remember to create a balance with experience, those who are keen to contribute and first-time leaders in the club. Have a clear understanding of the role and outcomes you want achieved in each position.
  - Encourage Club leadership team/committee chairs to review applicable training courses for their position in the Learning Center in My.Rotary (e.g., your Club's Rotary Foundation Chair takes the course under "*Club Leadership*" titled "*Club Rotary Foundation Committee Basics*").
  - Have the Club Secretary report the committee chairs in DACdb so they receive information from their counterpart at the district.
  - You may have already invited some people to be on your leadership team, to maintain their current positions for the next year with you, or have them in position on succession/strategic plans.
  - Approach identified members in a timely manner.
  - Ensure that those accepting your invitation to serve have key dates (i.e., District Conference)

- What new projects do you want your Club to undertake? (And, perhaps, as a corollary, you might consider what “legacy” projects might be appropriate for your Club to “sunset” because your Club has lost its energy for that project.)
- ✓ Set 2022-23 club goals in consultation with your board and key committee chairs. For example, set a percentage of retained members as a strategy for growth; along with specific plans to reach out to them (i.e., identifying members at risk and why); Reduce Number of Members Terminated between May 1 and June 30th; set a goal of 100% of members giving to the Rotary Foundation.
- ✓ **Enter your club goals in Rotary Club Central before May 1, 2022.**
- ✓ Complete your application for a District 6690 Peace Grant. **Deadline for submission is May 1<sup>st</sup>.**
- ✓ Complete your application for a District 6690 Public Image Grant. **Deadline for submission is May 1<sup>st</sup>.**
- ✓ Lead the Club board in setting and approving the 2022-23 Budget. That should happen in March 2022 for planning purposes.
- ✓ Provide training for your new club Board---so that all board members understand their roles, responsibilities and obligations.
- ✓ Hold a planning retreat with your Club members or 2022-23 Club Leadership Team (depending on the size of your Club) to set goals and action plans for the year. Holding a Club-wide or Club leadership retreat before the start of the Rotary year is a great way to confirm a **SHARED VISION** of important initiatives. If you hold a retreat for your Club Leadership Team, invite all Club members to attend.
- ✓ If your club facilitates Interact clubs at the high school and/or middle school level, identify you Club liaisons for these programs. If you don’t currently have Interact clubs, consider starting one or more.
- ✓ Familiarize yourself with your District contacts.
- ✓ Know who you and your Club leadership can contact for assistance.
- ✓ Meet with your Assistant Governor and discuss your plans for the year and how your AG can assist.
- ✓ Identify a date for the DG official visit to your club.
- ✓ There will be numerous presentations to your Club and members – 125 pins, PHF recognition, PHS and Major Donor recognition, new member installation, RI Citation. Consider involving the AG and/or DG if they have an upcoming visit to the club.

Meet with Club Rotary Foundation Chair:

- **District Grant Applications for 2022-23 club projects, funded (up to \$2,000) by a \$1-for-\$1 District match, are due by May 1, 2022.** Either the incoming Club TRF chair or Grants

Coordinator must be reported in DACdb, and complete required training. Enter your grant application in DACdb.

- Discuss and agree on giving goals to be recommended (Annual Fund, Paul Harris Society, 125 Club, PolioPlus giving, see the District Goals for Foundation when planning your goals)
- Share Rotary Foundation project ideas with your board/club.
- Review Paul Harris Society-eligible club members (this information is available in My.Rotary under “Foundation Reports” under “Paul Harris Society Report”) and provide them with information on becoming a member of the Paul Harris Society.
- Review plans for Polio Plus fundraising and promotion. This is a GREAT time to start talking about the World Polio Day that your club will hold around the week of October 24<sup>th</sup> (World Polio Day) in order to raise money for PolioPlus and to raise awareness of Rotary’s effort to eradicate Polio (see **October** calendar).
- Develop a plan for implementation.

#### Meet with Club Membership Chair:

- Discuss and agree on membership net growth, new members and retention goals.
- Consider sponsoring a Rotaract club / and or including Rotaractors in club activities.
- Review materials you want to provide to prospective members (a marketing piece?) and to new members (orientation materials).
- Discuss orientation plans.

#### Meet with the Program chair:

- Identify and reserve Club Assembly dates.
- Discuss high profile speakers you want to invite to be keynote speakers at a Club meeting.
- What recognition/gift will you provide your speakers?
- Consider incorporating a Rotary Foundation message in each meeting (see document in documents folder on District website and DACdb titled “The Rotary Foundation Weekly Messages - 2020 TRF 52 Week Messages - Might Be Shared by Club Foundation Chair at Each Weekly Meeting”).

#### Consider these Opportunities for Positive Change:

- ✓ How about surveying your club members? Find out what members love, what turns members off ask questions such as their recommended “Three things to improve the club experience (increase value of club to our Customers – club members).”

#### Get Your Systems in Place

- ✓ Assign someone to update the Club website and your club Facebook presence
- ✓ Meet with the people who prepare your club bulletin to discuss any improvements you might like to see implemented. For example, some club presidents write a weekly message in the club bulletin. If you are going to do this, start planning your messages. If your Club doesn’t currently have a bulletin, you can setup and format a bulletin using DACdb.
- ✓ If your club has a tax-exempt Foundation or a Charity, meet with the elected leadership to make sure you understand their processes and key reporting dates. You and your club are relying on them

to manage your club foundation/charity in accordance with state/provincial and national reporting requirements.

### **Get Inspired**

- ✓ The 2022 District Assembly and District Conference will be held April 8-9 at the Cherry Valley Hotel in Granville, Ohio.
- ✓ Attend any District functions that you can and encourage Club leadership to attend with you.
- ✓ If you can, attend the 2022 Rotary International Convention in Houston (June 4-8).  
[www.RIConvention.org](http://www.RIConvention.org)
- ✓ Attend District Governor Price Finley's installation on Saturday June 25, 2022 (location to be announced).

### **Key Dates for Club Secretary:**

- ✓ Your Club Secretary should have already reported to RI about Club officers and select committee chairs for the 2022 - 2023 year!
- ✓ The Club Secretary updates Club membership on DACdb /ClubRunner for transfer within 30 days and checks accuracy of both DACdb/ClubRunner and My.Rotary before July 1. **Note:** Club membership as of June 30, is the basis for the Rotary International (RI) invoice to your club/club treasurer for Rotary International Semi-annual dues on July 1(SAR). Membership as of December 30 is the basis for RI's second semi-annual dues invoice sent on January 1. District 6690 Dues are payable annually in July and based on your club's membership as of June 30.

## July - Your First Month



- ✓ Plan an outstanding first meeting! Start with a bang!
- ✓ Have some fun, and set the tone for the year.
  - This first meeting *could be* an interactive Club assembly to discuss the 2022-23 goals, club strengths and opportunities from recent club surveys or just brainstorm other topics of interest to your club.
  - Your club members will see your club goals & accomplishments on their own *My.Rotary*. Your DG and AG can access your club's goals and understand where your club is heading for the new Rotary year. Make sure you include goals that permit your club to achieve the RI's Presidential Citation.
  - **Don't forget to update with actual accomplishments through your Rotary year.**
- ✓ Hand out committee descriptions to your club members, along with cards, sign-up sheet or online sign-up instructions for members to sign up for 2022-23 Committees (by end of July). **Full engagement means more satisfied members.**
- ✓ Encourage and support your program chair/committee in planning and promoting interesting and diverse programs for your Club. Ask all members to submit ideas to your program chair.
- ✓ Plan and conduct a monthly board meeting—your first official board meeting of the year!
- ✓ Ask your Membership Committee to initiate its club 2022-23 Membership Retention & Recruitment Plans. **Examples include:** fielding club surveys, implement personalized and more meaningful inductions; Ask for Vocational Interviews of newer members; implement meaningful ceremonies to move from new member status (after they have completed the “New Member Passport” program with their mentor).
- ✓ Recruit club members to volunteer at any summer community activities you may be having.
- ✓ Lead by example and encourage every Rotarian to make a personal contribution to The Rotary Foundation at the first meeting of the new Rotary year or in the month of July. Encourage the use of Rotary Direct—On *My.Rotary*, set a monthly amount that is charged automatically to your credit card to meet your personal commitment to The Rotary Foundation.
  - [my.rotary.org/en/document/rotary-direct-rotarys-recurring-giving-program-form](https://my.rotary.org/en/document/rotary-direct-rotarys-recurring-giving-program-form)
- ✓ Ask your Committee Chairs and officers to register and log onto MY ROTARY, [my.rotary.org/](https://my.rotary.org/), to create their profile and to watch the progress towards the goals of the Club. Make sure that all NEW members are given assistance in registering on MY ROTARY.
- ✓ Have a knowledgeable person in the Club demonstrate to Committee Chairs and officers how to log onto *My.Rotary* to check their profile and to watch the progress towards the goals of the Club.
- ✓ Host outbound summer youth exchange student & parents at Club.



- ✓ Hold a summer picnic or some other social.
- ✓ Announce upcoming international trips being led by people in the district or in the zone (including Polio NID's, International hands on projects.) You can find these on our District Website ([www.Rotary6690.org](http://www.Rotary6690.org)).
- ✓ Begin promoting District 6690 "**RoTalks**" (tentative Saturday September 17<sup>th</sup> or 24<sup>th</sup>, 2022) to all of your Club members.

#### Key dates for the Club Secretary and Club Treasurer:

- ✓ In mid-July, RI sends club invoices to all officers - their email addresses must be current - or mails them to Club Treasurers. These invoices must be paid in order to retain status as a club.
- ✓ Ensure that the semi-annual Club Report with invoice has been received by the Club secretary and/or Treasurer. Assure that the Club pays these dues to RI. Your club invoice as well as information about RI dues can be viewed on My.Rotary.
- ✓ Club Treasurer prepares annual financial report.
- ✓ Make sure that District 6690 Dues are also paid.

#### **DISTRICT ACTIVITIES THIS MONTH:**

District 6690 Presidents and Presidents-elect Picnic – July 16, 2022 @ Dawes Arboretum  
Bi-Monthly Zoom Meeting with District Governor Price Finley (Tuesday, July 26<sup>th</sup> at 5:00PM)

## August - Membership and New Club Development Month

# AUGUST IS MEMBERSHIP & EXTENSIONS MONTH



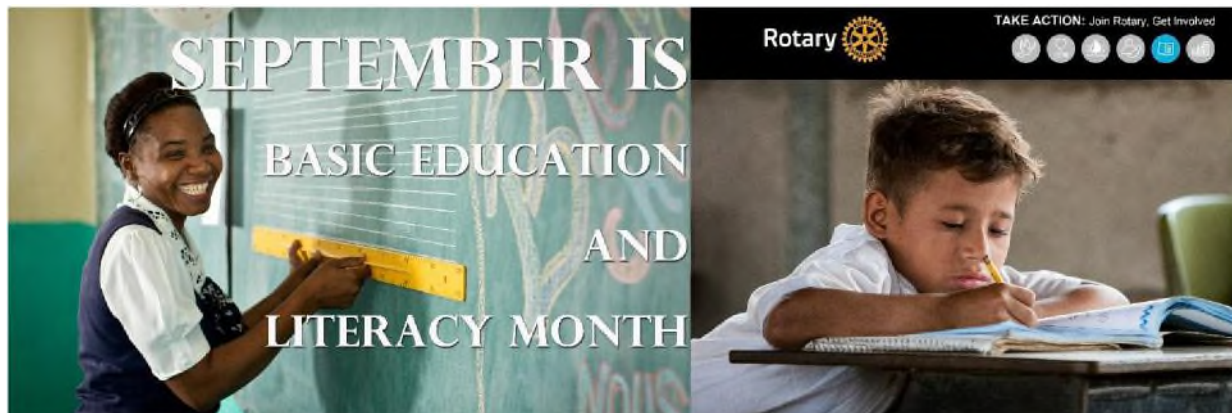
- ✓ Plan and conduct your monthly board meeting.
- ✓ Publish 2022-23 Club Roster (with updated information about Club members' vocations). Provide information about the club's international projects, community service projects, educational awards, current and past club officers).
- ✓ Attend socials or get together for newer members.
- ✓ Conduct Club activities to support membership engagement & recruitment efforts.
- ✓ Log on to **Rotary Club Central** and download TRF contribution and recognition reports. This task can also be assigned to the Club secretary, treasurer or Club Foundation chair.
- ✓ Revisit the Club's VISION and start execution of plan to implement that vision. If your club has not taken part in a Club Visioning Session consider doing so this year.
- ✓ Promote District 6690 "**RoTalks**" (tentative Saturday September 17<sup>th</sup> or 24<sup>th</sup>, 2022) to all of your Club members.
- ✓ Ask the Club Secretary, Membership Chair or attendance chair to give you a heads-up about people who missed several meetings in the prior month or those whose attendance/engagement has fallen in general. You can then contact them and invite them back to meetings. Work to get them involved in your club's activities.
- ✓ If your club gives scholarships, hold a ceremony to award the scholarships before the students leave for college or community college. (*Good opportunity for press coverage!*).
- ✓ Nominations for Rotary citation for Interact clubs are due at RI by August 15<sup>th</sup>.

### Key dates for the Club Secretary and Club Treasurer:

- ✓ RI sends 30-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation and may not be able to vote on District business.) If your club hasn't received its invoice, contact RI at [riclubfinance@rotary.org](mailto:riclubfinance@rotary.org).



## September - Basic Education and Literacy Month



- ✓ Plan and conduct the monthly board meeting. Plan a club meeting on Basic Education and Literacy.
- ✓ How are your Club meetings going? Making sure your programs are interesting will keep your attendance up and members happy! Are they exploring worthwhile business topics? How about a quarterly Club member evaluation of speakers? If members are bringing guests, it is a good sign that your meetings are fun and your Club programs interesting. No guests? Take a hard look at your meetings to see if improvement is needed.
- ✓ How is your member engagement? This may be a time when Club members are ready for new activities—school is back in session and fall is in the air. Do you have service project or social activity planned?
- ✓ Organize a networking event in which Club members can meet other local professionals and introduce them to Rotary. *(Perhaps business owners & professionals?).*
- ✓ Consider a **Club Conversation Café: My Rotary Story**. *(This could be a club assembly), Tables pass the talking stick” where each person at table speaks in turn—telling their Rotary Story.*
- ✓ Prepare a quarterly progress report in meeting 2022-23 goals, communicate to your Club. Enter info on Rotary Club Central. *(End of month).*
- ✓ Host inbound summer youth exchange student and their host family at Club meeting. Highlight and promote youth-related activities and programs and celebrate Club success in Interact, Rotaract, RYLA, and Rotary Youth Exchange.
- ✓ Check the District 6690 Website for information on 4-Way Test Essay Contest for Junior and Senior High School students and distribute materials to school. Mark deadline on your calendar for submission of your club’s winning entry to District Chair.
- ✓ If your Club sponsors Interact clubs, make sure that your Club liaisons are having their kick-off meetings. This would also be the time to start new Interact clubs.

### Key dates for the Club Secretary and Club Treasurer:

- ✓ RI sends 60-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)

### **DISTRICT ACTIVITIES THIS MONTH:**

District 6690 RoTalks – tentative September 17<sup>th</sup> or 24<sup>th</sup>, 2022

Bi-Monthly Zoom Meeting with District Governor Price Finley (Tuesday, September 27<sup>th</sup> at 5:00PM)



## October - Economic and Community Development Month



- ✓ Plan and conduct monthly board meeting—you are already into your second quarter. Do you report back to the Club about what happens at the board meetings? Plan a club meeting on Economic and Community Development.
- ✓ Monitor progress in achieving Membership Retention & Recruitment goals. Have you held orientation for new members joining the Club?
- ✓ Hold a 2<sup>nd</sup> **Club Conversation Café**: Club Service Club service leaders share and discuss what they do.
- ✓ Celebrate World Polio Day (October 24) at your club meeting that same week. *For example: hold a special club program, members wear End Polio Now pins all week and club members participate in any District activities. Also, we would like to see EVERY club hold a special World Polio Day event to raise money for PolioPlus and to raise awareness of Rotary's effort to eradicate Polio.* Examples include "Pints for Polio," "Purple Pinkie Donuts," and "Paddle for Polio." ***More to come regarding this event from our District Public Image Chair and PolioPlus Chair!***  
<https://www.endpolio.org/world-polio-day>
- ✓ The Rotary Foundation of Rotary International recognizes clubs achieving certain targets in giving. Each Fall, The Rotary Foundation mails out banners to clubs for achievements in the prior year. These recognitions include:
  - ✓ 100% Foundation Giving Club - This banner is awarded to clubs that achieve an average of \$100 in per capita giving and 100% participation in giving with every active dues paying member. Contribution may be made to the Annual Fund, PolioPlus Fund, approved global grants and the Endowment Fund.
  - ✓ 100% Every Rotarian Every Year (EREY) Sustaining Member Club - When every active dues paying member personally contributes \$100 or more to the Annual Fund, a Club will receive a 100% EREY Sustaining Club banner.
  - ✓ Top Three Per Capita in Annual Fund Giving Club - Banners are given to the top three Annual Fund per capita giving clubs in the district.
  - ✓ 100% Paul Harris Fellow Club - Every active dues paying member of the club must be a Paul Harris Fellow (i.e. each member has giving at subsequent \$1,000 levels). Club points or individuals may assign their points to help members become Paul Harris Fellows or Multiple Paul Harris Fellows.
  - ✓ 100% Paul Harris Fellow Club - This recognition is awarded to clubs in which every active dues paying member has contributed a minimum of \$1,000 outright to the Annual Fund, PolioPlus Fund, or an approved global grant in the given Rotary year.

### Key dates for the Club Secretary and Club Treasurer:

- ✓ RI sends 90-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)
- ✓ Select a nominating committee to develop a slate of officers for 2023-24.

## November - Rotary Foundation Month



- ✓ Plan and conduct monthly board meeting.
- ✓ Guided by your club Bylaws convene a Nominating Committee, to select the 2024-25 Club president and 2023-24 Secretary, Treasurer and Board positions. *The 2023-24 President should have been reported in either late 2021 or early 2022 RI requires PE's be selected at least 18 months before taking office as President.*
- ✓ Encourage Club members to participate on a Polio National Immunization Day trip.
- ✓ Set the stage for Foundation Annual Fund Giving through programs and stories about Foundation-funded projects. Remind Club of 100% giving goal for 2022-23. (This is a great time to promote giving levels that would earn your Club one or more of the banners described in the October calendar.)
- ✓ Promote the District 6690 "125 Club" program.
- ✓ Recognize the Club's Major Donors, Bequest Society Members, Benefactors, Paul Harris Society members, and Paul Harris Fellows with special acknowledgement during Rotary Foundation Month.
- ✓ Schedule a brief Rotary program about planned giving (the benefit of making a gift to the Rotary Foundation beyond a person's lifetime). They could become benefactors or Bequest Society members. Have your club Foundation Chair order "Your Rotary Legacy" brochures (330EN) and hand them out at this meeting----to make it easy for members to make a planned gift.
- ✓ Ask Rotarians to visit a Rotaract meeting if there is a club in your area and to consider volunteering as a mentor.
- ✓ World Interact Week is October 31<sup>st</sup> – November 6<sup>th</sup>; Interact's anniversary is November 5<sup>th</sup>. – Consider recognizing your Interact clubs with something special.

### Key dates for the Club Secretary and Club Treasurer:

- ✓ RI sends 120-day reminder letters to clubs with balances of \$250 or more. RI may terminate clubs that have owed \$250 or more for 120 days or longer.
- ✓ Club Treasurer needs to file IRS Form 990 for prior Rotary year by November 15<sup>th</sup>.

### **DISTRICT ACTIVITIES THIS MONTH:**

Bi-Monthly Zoom Meeting with District Governor Price Finley (Tuesday, November 29<sup>th</sup> at 5:00PM)

## December - Disease Prevention and Treatment Month



- ✓ Plan and conduct the monthly board meeting. Plan a club meeting on Disease Prevention and Treatment.
- ✓ Plan a family friendly Holiday program/ event to include spouses and family of your Club members. Strengthening our Family of Rotary is always a priority with special focus during this month. Include Rotaractors? Include grandchildren?
- ✓ Assess the progress of Club projects and provide progress reports in *My.Rotary*.
- ✓ Hold the annual Club election in early-mid December (no later than December 31st) for positions listed under the November calendar.
- ✓ Schedule periodic meetings in the 2022-23 Rotary Year with your Club's President-elect. This is a great way to assure continuity of leadership as well as continuity of significant club project.
- ✓ December 15<sup>th</sup> is the last day to register for the Rotary Convention in Melbourne at the deeply discounted rate.

### Key dates for the Club Secretary and Club Treasurer:

- ✓ Secretary to make sure that membership is updated online in DACdb/ClubRunner and transferred to My.Rotary before January 1st.



## January - Vocational Service Month



- ✓ Plan and conduct monthly board meeting.
- ✓ Re-energize your Club after the holidays! Start off with a great meeting!
- ✓ Prepare 6-month progress report in meeting 2022-23 goals. Enter info on Rotary Club Central. Remind all committee chairs to “Share Our Success”. Ask them to compile information for recognition of your Club members and their great work! Communicate success to the Club.
- ✓ Plan and conduct Club assembly to review club: What’s going well? What should be changed? How can we be “even better”?
- ✓ Conduct vocation-related activities and programs.
  - How can your members share information on their vocations?
  - Create a “yellow pages” so members can do business with each other.
  - Share your creative ideas for promoting Vocational Service with the district governor.
- ✓ Any social events for newer members as well as seasoned members? If not, get scheduled for this year.
- ✓ Verify with the Club secretary that the January semi-annual report (AR) has been received by RI and resultant invoice received by Club. Assure invoice has been paid. Submit district per capita dues, as well.
- ✓ Make arrangements to have 1-2 members complete the online Grant training/Grant Management Seminar (GMS).

### Key dates for the Club Secretary and Club Treasurer:

- ✓ In mid-January, RI sends club invoices to all officers (their email addresses must be current) or mails them to Club Treasurers. Invoices for any clubs with no officers on record will be sent to the governor.
- ✓ Club Secretaries report incoming Club officers and select committee chairs in DACdb/ClubRunner for transfer to My.Rotary by Feb. 1
- ✓ RI may terminate clubs that have owed \$250 or more for 180 days or longer.

### **DISTRICT ACTIVITIES THIS MONTH:**

Bi-Monthly Zoom Meeting with District Governor Price Finley (Tuesday, January 31<sup>st</sup> at 5:00PM)

## February - Peace and Conflict Prevention/Resolution Month



- ✓ Plan and conduct the monthly board meeting. Plan a club meeting on Peace and Conflict Resolution.
- ✓ Promote attendance at the District Assembly and District Conference in Columbus, Ohio on April 28-29, 2023.
- ✓ Monitor progress in achieving membership engagement & recruitment goals.
- ✓ Promote attendance at the International Convention in Melbourne, Australia, May 27-31, 2023.
- ✓ Check District dates for the 4-Way Speech Contest and RYLA applications.

### Key dates for the Club Secretary and Club Treasurer:

- ✓ RI sends 30-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)
- ✓ If your club hasn't received its invoice, contact RI at [riclubfinance@rotary.org](mailto:riclubfinance@rotary.org).
- ✓ Club secretaries should start working with the club PE to report club committee chairs.

## March - Water and Sanitation Month



- ✓ Plan and conduct monthly board meeting.
- ✓ Recognize World Water day and club grants & activities to address water issues (March 22). Ask any club members to speak who are members of WASRAG (Water & Sanitation Rotarian Action Group). Encourage members to join this action group.
- ✓ World Rotaract Week is March 13-19<sup>th</sup>. Rotaract's anniversary is March 13<sup>th</sup>.
- ✓ 3<sup>rd</sup> **Club Conversation Café**: Community Service, Vocational Service and Youth service. Hear from those who lead these activities and have table discussions of what members can contribute and their hopes for the future.
- ✓ Promote attendance at the District Conference in Columbus, Ohio, April 28-29, 2023.
- ✓ Promote attendance at the International Convention in Melbourne, Australia, May 27-31, 2023. March 31 is the last day to get a discounted registration rate for the International Convention. Register at [www.convention.rotary.org](http://www.convention.rotary.org).
- ✓ Ask your Club Foundation Chair to keep you AND the Club informed on your club's annual, restricted and endowment fund giving as well as your club's Every Rotarian: Every year (EREY) progress. Report progress/success to your club members.
- ✓ District Grant Applications for the 2023 - 2024 Rotary Year are due May 1, 2023 (based on availability of grant funds remaining).
- ✓ Presidents-elect training (District 6690 Pre-PETS and All-Ohio PETS) for 2023-24 Club Presidents is March 10-12, 2023 in Columbus, Ohio.
- ✓ Develop your Club's plan for choosing students to participate in Rotary Youth Leadership Academy ("RYLA") for summer 2023. Submission of selected students is due by May 1<sup>st</sup>.

### Key dates for the Club Secretary and Club Treasurer:

- ✓ RI sends 60-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)

### **DISTRICT ACTIVITIES THIS MONTH:**

Bi-Monthly Zoom Meeting with District Governor Price Finley (Tuesday, March 28<sup>th</sup> at 5:00PM)

## April - Maternal and Child Health Month



## MATERNAL AND CHILD HEALTH MONTH



- ✓ Plan and conduct monthly board meeting.
- ✓ Promote attendance at the International Convention in Melbourne, Australia, May 27-31, 2023.
- ✓ Ask committee chairs and Rotarians to attend the District Assembly (*at the District Conference*).
- ✓ Prepare a quarterly progress report in meeting 2022-23 goals; communicate to Club as a “Share Our Success”. Enter info on Rotary Club Central.
- ✓ Attend the District Conference (Columbus, Ohio – April 28-29, 2023) Celebrate!!!
- ✓ Recognize World Malaria Day (April 25).
- ✓ Submit your selected participants for Rotary Youth Leadership Awards by May 1<sup>st</sup> (<http://ryla6690.org/Rotarians.html>).

### Key dates for the Club Secretary and Club Treasurer:

- ✓ RI sends 90-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)
- ✓ Clubs that were terminated in November are no longer eligible to be reinstated and must apply for new charters.

### **DISTRICT ACTIVITIES THIS MONTH:**

2023 District Conference in Columbus, Ohio – April 28-29, 2023.



## May - Youth Service Month



- ✓ International Convention in Melbourne, Australia, May 27-31, 2023.
- ✓ Plan and conduct monthly board meeting.
- ✓ Hold College scholarship Awards ceremony at a club meeting if your club gives awards.
- ✓ **4<sup>th</sup> Club Conversation Café:** International services (including those who lead international hands-on projects). Hear from those who lead these activities. Have table discussions of what members can contribute and how club members could be more personally involved.
- ✓ Monitor progress in meeting membership engagement and recruitment goals.
- ✓ Include your club's President Elect (PE) in discussion of how to maintain the culture of engagement among your Rotary club members. Welcome the PE's new ideas and enthusiasm to build on your success.

### Key dates for the Club Secretary and Club Treasurer:

- ✓ RI sends 120-day reminder letters to clubs with balances of \$250 or more. RI may terminate clubs that have owed \$250 or more for 120 days or longer.
- ✓ Update membership data in DACdb/ClubRunner for transmitting to My.Rotary by July 1<sup>st</sup> to ensure that club invoices will be accurate.

## June - Rotary Fellowships Month



# JUNE IS



# ROTARY FELLOWSHIP MONTH

- ✓ Report your club's performance in meeting the 2022-23 Presidential Citation goals. This information is required to be entered online **by you** on **Rotary Club Central** by June 30, 2023. Don't forget to also detail your service projects. Entering this information before mid-June is highly recommended due to traffic on this site.
- ✓ Review YTD Monthly Contribution Report (MCR) to determine your club's success in meeting its Foundation giving goals (including 100% participation in giving to the Annual Fund). Ensure that all contributions are sent in by June 15 to be credited in the current Rotary year. *Your Club Foundation Chair is key in getting this done.*
- ✓ Recognize and thank donors for their support for The Rotary Foundation.
- ✓ Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity.
- ✓ Confer with the president-elect to ensure a smooth transition. Support them in planning, goal setting, and selecting their team. Plan for your Club President/Club leadership transition event.
- ✓ **Assure that your Club Foundation Chair and/or Club Treasurer submit final Rotary year contributions to The Rotary Foundation before June 30.**
- ✓ Monitor membership development initiatives and goals. Provide the Club with a final report on membership growth & retention, and progress in meeting other goals (increased membership of younger business people and women, for example). Identify areas requiring continued action.
- ✓ Celebrate your club's achievements in 2022-23. Remind them of the good they have done.
- ✓ Complete the Final Report for your Club's District grant for 2022-23.
- ✓ Schedule any special event your club holds to acknowledge the success of the 2022-23 Club President. Pass the baton to the PE, and take a moment to enjoy the knowledge that your Club had a great year. Plan a dignified ceremony for the installation of next year's Club officers.
- ✓ **The Club Secretary updates year end Club membership in DACdb /ClubRunner for transmission to My.Rotary before July 1.**



**Have a GREAT LAST MEETING. You started with a BANG: now end with a BANG. CELEBRATE! You've completed your year as Rotary Club President.**

**THANKS and KUDOS to you too!**