

**PRESIDENT’S RESOURCE GUIDE**

Congratulations on your position as club president. This Resource Manual is meant to help you prepare for your Rotary year in conjunction with Presidents-Elect Training Seminar (PETS) and other District Trainings. As a member of Rotary’s global network of more than 34,000 clubs, you have access to a wealth of services and resources available through My Rotary. ([www.rotary.org](http://www.rotary.org))

Each club has their own strengths and way they impact their community. The club is where it all starts and is the most important part of Rotary. Please ask your assigned Assistant Governor and District Governor for support when needed. Also, don’t forget to share your clubs’ work through traditional and social media.

This is a living document. Please pass any suggestions on to next year’s Governor and we will make appropriate revisions and provide you with and updated version. Although, we can suggest what to promote and when to promote it, there is no substitute for you and your good judgment.

Thank you for your service to Rotary, and remember to have fun!

**CLUB PRESIDENT ROLES & RESPONSIBILITIES**

As president you lead your club, engage and inspire members, and promote Rotary in your community.

* Help develop club and committee goals.
* Supervise preparation of a club budget.
* Create an account on My Rotary.
* Attend President Elect Training Seminar, District Summer Seminars & District Conference
* Set & track goals in Rotary Club Central
* Encourage club membership growth & Rotary Foundation giving.
* Prepare for the Governor’s visit
* Plan & lead monthly board meetings and quarterly club assemblies
* Submit an annual report to your club (and share it with your AG) on the club’s status before leaving office

**DISTRICT GOVERNOR VISIT**

To build excitement among members and inspire them to participate, promote the governor’s visit on the club website, through social media, and in the club newsletter. It is suggested that clubs recognize members during the visit or arrange for the governor to present awards.

* Make sure that you know the DG visit date.
* The DG visit is a District 6150 and RI requirement. The DG will be the only program for that day.
* The DG will meet with Club Leadership (Board) before or after the meeting. If your club meets in the morning or evening, please coordinate this meeting with your Assistant Governor.
* The club should have 2 checks available to turn in to the DG: 1 is for PETS ($250) & 1 is for District Dues ($42 x # of members 7/1/23)
* Provide the DG with information that can help him or her personalize the presentation.
* Provide the DG with information that will enable him or her to recognize the club or individual Rotarians for achievement.
* It is tradition for the President to introduce the AG who will then introduce the DG.

**TOP 10 WAYS TO PREPARE NOW**

1. Get to know the other 2023-24 Presidents. Visit clubs to see how they do things and network! Consider joint projects or fundraisers & promote each other’s events.
2. Read “Lead Your Club” President Edition.
3. Begin recruiting your leadership team for 2023-24 NOW! Make sure the members of your incoming team receive the training they need to be successful in their positions. Have them attend District Training that is available. Also, share the pdf of the booklet for their position found on Rotary.org.
4. Set up your account on My Rotary (Rotary.org) – this is crucial! Begin exploring the site and review the Rotary Club Central goals for your club – you will be required to input your goals. Ask your Assistant Governor to help.
5. Set up your account on the District Database (DACdb). Login and explore. DACdb is used to register for events, looking up members, etc. Ask your Assistant Governor to help.
6. Download the dacdb app on your phone – ask if you need help! It is worth the effort to find Rotary members and District Committee Chair contact info.
7. Create a calendar starting NOW!
8. District grant applications will be due August 31, 2023 for your club. Meet with your Foundation & Service chairs to figure out which of your service projects you want to partially finance through Rotary Foundations funds! Make sure your team attends training so that your club will be certified to submit a grant application. And don’t forget- your club must be newly certified each year!
9. Review District Awards & Presidential Citation guidelines. Incorporate these into your club’s plans for the year.
10. Work with District Visioning Chair to get a Club Visioning scheduled! We want clubs to be the best they can be and this is a great way to learn more about what’s important to your club members, plan and provide continuity over 3 years.

**PREPARATION FOR YOUR TERM**

***Rotary Year 2023***

**April 2023 – Child & Maternal Health Month**

* Key Dates and Events:
  + - District Conference is April 21 – 23, The Guesthouse at Graceland, Memphis, TN
* What to work on this month:
  + - Goals are due in Rotary Club Central by June 30.
    - Look over the Governor’s Banner, Club Achievement Goals & the Rotary Citation. Assign members in the club parts to monitor so your club achieves these awards.
    - Do you have your Board of Directors complete? If not, work on filling open positions. Update these club positions in DACdb.
    - If your club intends on asking for district funds, the Club President and one other club member must attend the Grant Management Seminar and sign the Memorandum of Understanding. Summer seminars are conducted in August.

**May 2023 – Youth Services Month**

* Key Dates and Events:
  + - District Golf Tournament – May 19 The Ridges At Village Creek, Wynne
    - Rotary International Convention - May 27, 2023 - May 31, 2023 Melbourne, Australia
* What to work on this month:
  + - Your club’s Board should be in place.
    - Start working on your budget for the year.
    - Alert district leaders including the DG, DGE, DGN, and DGND, of the dates of any major club functions during the 2023-24 year.

**June 2023– Rotary Fellowships Month**

* Key Dates and Events:
  + - District Governor Sydney Gilbert Induction Dinner
    - June 30: Final 2022-23 Grant report due in DACdb
* What to work on this month:
  + - The Rotary Club Central Club Goals should be entered.
    - Work with other club leaders & your AG to prepare the following:
      * A program – in case the speaker must cancel
      * List of possible fundraisers
      * New member orientation
      * New Member Induction Ceremony
      * Paul Harris Fellow Induction
      * Rotary Prayers or invocations

**July 2023– Start of the new Rotary officers’ year of service**

* Key Dates and Events:
  + - Zones 30-31 sponsor regular online discussions/ webinars with Rotary International Leadership. Find more information at <https://www.rizones30-31.org/events/zone-webinars/>
* What to work on this month:
  + - Verify the DG visit date (listed in DACdb)
    - All club presidents should present their goals in the first two weeks of July.
    - Begin to initiate and plan for a membership campaign.
    - All clubs should have their club goals entered by July 1 as required by RI.
    - Present & adopt any changes or updates needed to the Club By-Laws to the club.
    - Confirm the Treasurer pays Rotary International Dues in a timely manner.
    - If your club intends on asking for district funds, the Club President and one other club member must attend the Grant Management Seminar and sign the Memorandum of Understanding. Summer seminars are conducted in August.

**August 2023 – Membership & New Club Development Month**

* Key Dates and Events:
  + - Summer Seminars are held this month. Watch for updates for scheduling of in-person or virtual events.
    - August 31: Applications for District Designated Funds Grants due in DACdb
* What to work on this month:
  + - Enter updates for your club goals as they are completed on Rotary Club Central.
    - Contact your Assistant Governor to participate in the visioning club seminar.

**September 2023 – Basic Education & Literacy Month**

* Key Dates and Events:
  + - September 1: Rotary Club Central Club Goals due
* What to work on this month:
  + - You are encouraged to show a video about Polio or plan a local event in October to recognize World Polio Day

**October 2023 – Economic & Community Development Month**

* Key Dates and Events:
  + - October 24: World Polio Day
* What to work on this month:
  + - Encourage the club to plan a RI Foundation Program for next month
    - Monitor Presidential Citation progress

**November 2023 – Rotary Foundation Month**

* Key Dates and Events:
  + What to work on this month:
    - Make plans with club to nominate new officers in December
    - Work with members to promote Membership Growth
    - Encourage clubs to have a program that highlights The Rotary Foundation
      * If you don’t have a speaker/program, your club can download RI Foundation and other RI videos and show them, if needed
    - Promote attendance at the annual Foundation Gala to be conducted in February.

**December 2023 – Disease Prevention & Treatment Month**

* Key Dates and Events:
  + - December 1-9: 1st Rotary Meeting of the Month should be designated for Rotary Officer Elections.
    - December 28: Date New officers’ names should be updated in DACdb. If club is not set up for RI Direct, the club must also report this information to RI.
    - December 28: Make sure membership is accurate in DACdb & RI to assure correct info available for RI Dues

***Rotary Year 2024***

**January 2024 – Vocational Service Month**

* What to work on this month:
  + - Determine if all club officers have been entered and encourage compliance as required by RI.
    - Confirm the Treasurer pays Rotary International Dues in a timely manner.
    - Discuss attending the Rotary International Convention
    - Promote attendance at the annual Foundation Event held in February.

**February 2024 - Peacebuilding & Conflict Prevention Month**

* Key Dates and Events:
  + - District Team Training Seminar (DTTS)
    - Rotary Foundation Gala
    - February 15: RYLA applications due
    - February 20: Last day to register “early” for Mid-America PETS (after this $25 fee added)
    - February 20: MAPETS Hotel Reservation Deadline
    - Rotary’s Anniversary – Founded: February 23, 1905.
* What to work on this month:
  + - Work with your PE to make contact with your AG by phone or by email. Find a mutually beneficial time to meet one another and make sure they are signed up for Mid-America PETS.

**March 2024 – Water, Sanitation & Hygiene Month**

* Key Dates and Events:
  + - March 1: Governor’s Banner & Club Recognition Points due to AG
    - March (TBD): Rotary Youth Leader Award
    - Mid-America PETS meeting
* What to work on this month:
  + - Encourage club members to attend District Conference in April

**April 2024 – Maternal & Child Health Month**

* Key Dates and Events:
  + - April TBD: 6150 District Conference
* What to work on this month:
  + - Update your progress on your goals in Rotary Club Central.
    - Is your club’s board in place? If not, help your PE fill out the board & update club positions in DACdb.

**May 2024 – Youth Service Month**

* What to work on this month:
  + - Your club’s Board should be in place.
    - Encourage your President-Elect to review and set their budget for the year.
    - Remind your PE that if they plan to ask for district funds, Club President and one club members must attend the Grant Management Seminar and sign the Memorandum of Understanding. These meetings are conducted in the District Summer Seminars.

**June 2024 – Rotary Fellowships Month**

* Key Dates and Events:
  + - Rotary International Convention
    - June DG Brian Rega Induction
    - June 30: Rotary Club Central Club Goals due
    - June 30: Final Grant report due in DACdb
* What to work on this month:
  + - The Rotary Club Central Club Goals should be entered.

**CONCLUDING THE YEAR**

Throughout the year, your club will add members, implement new service projects, and support Foundation programs. Finish your term as strongly as you started.

Consider preparing a report or have a discussion with the incoming leadership about:

• Acknowledge and celebrate clubs’ accomplishments.

• Ensure the club recognizes what they do well and continue to use those strengths.

• Suggest areas that need more attention in the next year.

• Review club goals and discuss clubs’ progress toward achieving them.

• Share your final evaluation with club so they can reflect on the year.

**PROGRAM SUGGESTIONS**

Club Visioning

District and Club database (DACdb)

How to run a Four-Way Test Speech contest

Membership

Rotary Club Central

Rotary Youth Leadership Awards (RYLA)

Setting up an Interact Club

Rotary Youth Exchange

Technology/Social Media

The Rotary Foundation

Rotary Leadership Institute (RLI)

Rotary opportunity to offer support for the Pre-K programs in the schools/community

**DISTRICT RESOURCES**

**Governor’s monthly communication**

Provide the governor with news you feel should be included, such as recognition of members, innovative ideas that clubs are trying, and reports from service projects. Encourage club leaders to refer to this communication for the latest district information.

**District database (DACdb)**

The district directory lists when and where clubs meet, as well as contact information for district leaders, club officers, and other Rotary leaders.

[www.dacdb.com](http://www.dacdb.com)

**District website**

The district website should provide current news about club, district, and RI activities. Use it to enhance your clubs’ public image and to highlight projects.

[www.rotary6150.org](http://www.rotary6150.org)

**Social media**

Our district has a presence on Facebook. Try using social media to increase communication among Rotarians within the district and to promote Rotary to the general public.

**ROTARY RESOURCES**

Rotary International offers many resources, including information on programs, policies, and members’ activities around the world. Use this list to help support clubs, either by finding the information they need or by directing them to a helpful publication, tool, staff member, or leader. Find contact information for Rotary staff, officers, and appointees in the

Official Directory.

**Regional leaders**

Rotary coordinators, regional Rotary Foundation coordinators, Rotary public image coordinators, endowment/major gifts advisers, and End Polio Now zone coordinators are experts with professional experience and Rotary knowledge in membership development, fundraising, grants, and public relations. Talk with the district governor to determine which regional leaders you will work with. Often assistant coordinators are assigned to specific districts.

**Rotary staff**

The Secretariat acts as the administrative body for Rotary clubs worldwide. It includes Rotary International World Headquarters in Evanston, Illinois, USA, and seven international offices. Staff members help Rotarians and Rotary clubs to achieve their goals by supporting them in their daily work.

*Club and District Support staff* — direct administrative questions to these staff members at international offices and Rotary headquarters. If you have other inquiries, they can help you reach the appropriate person.

**Online resources**

*Brand Center* — Find materials including official Rotary logos, brochure templates, and brand guidelines.

*Lifecycle of a Project* — See a service project from start to finish.

*Member Center* — Learn about awards, products, and online tools, and refer a member.

*My Rotary at Rotary.org* — complete your club and district business quickly. (You will need a My Rotary account to access many resources. Learn how to create one.)

*Official Directory* — Find listings for committees, task forces, and the Board and Trustees, and search for club and district information by district or city. (The directory is available only to Rotarians.)

*Newsletters* — Subscribe to publications such as Rotary Leader, Membership Minute, and Training Talk.

*Rotary Club Central* — Set and track progress toward annual club goals for membership, service, and Foundation giving.

*Learning Center* — Take courses to develop your skills and learn more about Rotary. View the *Learning Center Course Catalog*.

**Publications and reference documents**

*Manual of Procedure* — Learn about Rotary policies and procedures that affect your role. This reference is published every three years, after each Council on Legislation.

Lead Your Club series — Read about the responsibilities of club officers and find general guidelines for these roles. The series contains:

*Lead Your Club: President*

*Lead Your Club: Secretary*

*Lead Your Club: Treasurer*

*Lead Your Club: Administration Committee*

*Lead Your Club: Membership Committee*

*Lead Your Club: Public Relations Committee*

*Lead Your Club: Service Projects Committee*

*Lead Your Club: Rotary Foundation Committee*

**Membership**

**Clubs**

*Be a Vibrant Club: Your Club Leadership Plan*

*Membership Assessment Tools (web only)*

*New Rotary Clubs Quick Start Guide*

*Rotary Club Health Check (web only)*

*Strengthening Your Membership: Creating Your Membership*

*Development Plan*

*Understanding Membership Reports: Getting Started (EN only)*

**Prospective and new members**

*Connect for Good*

*Connect to Membership Leads (web only)*

*Creating a Positive Experience for Prospective Members*

*Impact Begins With You brochure (shop only)*

*Introducing New Members to Rotary: An Orientation Guide*

*New Member Welcome Kit (shop only)*

**Service projects**

*Rotary’s Areas of Focus*

*Community Assessment Tools*

**Rotary programs**

*Youth Protection Guide*

*Interact Handbook*

*Rotaract Handbook*

*Rotary Youth Leadership Awards handbook*

*Youth Exchange Handbook*

**The Rotary Foundation**

*endpolio.org*

*The Rotary Foundation Reference Guide*

*A Guide to Global Grants*

**Public relations**

*Brand Center*

*Media Center*

*Tell Rotary’s Story: Voice and Visual Identity Guidelines*