

Club President's Checklist for Success

Now through June 30:

A plan will make it easier.

- Appoint Club Committee Chairs, based on interest and skills
- Hold a planning meeting with the board...be sure to use the Rotary Citation and the District governor Citation in the planning
- Develop a club budget and goals
- Request Club Officers attend District Training Assembly
- Register at Member Access and District Website to receive administrative data; ensure secretary and treasurer are also registered
- Input goals into Rotary Club Central; be sure to identify **your** Club's goals to earn the Rotary Citation!
- Review your Club's strategic plan for update and/or implementation

July-December:

The club is hard at work accomplishing goals.

- Pay Rotary International and District dues**
- Present the prior year's annual report and the annual financial report to the Club
- Assure excellent and varied meeting programs/topics
- Prepare for and lead meetings
- Update and track goals in Rotary Club Central
- Utilize your District Leadership, especially Assistant Governor, to answer your questions and provide support
- Prepare for Governor's visit
- Complete service projects
- Encourage visitors and new members to join your Club
- Celebrate World Polio Day, October 24, 2020**
- Hold elections for Officers and Board; report incoming officers to RI

January-March:

Keep making progress - and have fun!

- Pay Rotary International dues**
- Prepare for and lead meetings
- Celebrate Rotary's 116th birthday, February 23, 2021**
- Continue service projects
- Recognize member accomplishments
- Conduct Paul Harris recognition and spotlight Foundation giving
- Promote Rotary to grow membership
- Update and track goals in Rotary Club Central. Check **your** Club's progress toward successfully completing the Rotary Citation

April-June:

Enjoy the last few months of a GREAT YEAR! Finish Strong! And , have FUN!

- Prepare for and lead meetings
- Develop Club leaders and future District leaders
- Update and track goals in Rotary club Central; has your club met **your** goals for the Rotary Citation?
- Promote Rotary and your Club
- Recognize Foundation giving
- Attend District Conference
- Begin thinking about the transition to next year-arrange for a joint meeting of current and incoming board members
- Complete qualifications and submit award's applications for Club awards
- Submit a report to your Club about the Club's status and accomplishments before leaving office