



PRESIDENT'S CHECKLIST 2025-26

Now – June 30: A plan will make it easier. Connect with your club.

- ☐ Board planning and meeting
 - ☐ Appoint Club Committee Chairs based on interest and skills-Refer to Rotary Citation in planning
 - ☐ Develop club's budget-work with club treasurer and club treasurer-elect
 - ☐ Review your club's strategic plan for implementation
 - ☐ Develop club's goals-Refer to Rotary Citation in planning and work with committee chairs
 - ☐ Register and create login on rotary.org and DACDB to get access to administrative data; ensure secretary and treasurer are also registered on both
 - ☐ Input goals, foundation plans, membership targets into Rotary Club Central (RCC)
 - ☐ Review Club Programs schedule for the year with Program Chair
- ☐ Club Officer Training: Presidents-Elect Training Seminar (PETS) & District Conference/District Fall Forum
- ☐ When was your club chartered? Schedule anniversary celebration!

July – December: The club is accomplishing things – Keep the connections active!

- ☐ Dues: Rotary Dues billed by Rotary International (semi-annual); District Dues billed by D6710 (annual)
- ☐ Prepare for and lead meetings
- ☐ District Leadership cooperation: Utilize your Assistant Governor for questions/ concerns/ support/ prepare for governor's visit
- ☐ Update and track goals in Rotary Club Central (RCC). Do your goals meet the goals of the Rotary Citation?
- ☐ Service Projects
- ☐ Encourage visitors to the club
- ☐ World Polio Day
- ☐ Election of Officers and Board for next Rotary year due in DACDB by 12/31
- ☐ Share this list with the PE

January – March: Keep making progress – Rotary Connects the World! And have fun!

- ☐ Dues: Rotary Dues billed by Rotary International (semi-annual)
- ☐ Prepare for and lead meetings
- ☐ Celebrate Rotary's birthday – February 23, 1905
- ☐ Update and track goals in Rotary Club Central (RCC)-Refer to the Rotary Citation.
- ☐ Paul Harris recognition/Foundation Giving-see district website (Paul Harris Fellows) for suggested recognition presentation
- ☐ Promote Rotary and your club
- ☐ Service Projects
- ☐ New members-see district website (membership) for suggested recognition presentation

April – June: Enjoy the last few months of a great year! Stay connected and finish strong! Have FUN!

- ☐ Prepare for and lead meetings
- ☐ Develop Club leaders and future District leaders
- ☐ Update and track goals in Rotary Club Central (RCC). Has your club met the goals for the Rotary Citation?
- ☐ Promote Rotary and your club
- ☐ Foundation giving: Every Rotarian, Every Year
- ☐ Attend District Conference
- ☐ Begin thinking about the transition to next year – arrange a joint meeting of current and incoming board members
- ☐ Complete qualifications and submit awards applications for club awards (District deadline April 15)
- ☐ Submit a report to the club of club's status before leaving office