

# Roles and Responsibilities Club President





# LEAD YOUR CLUB

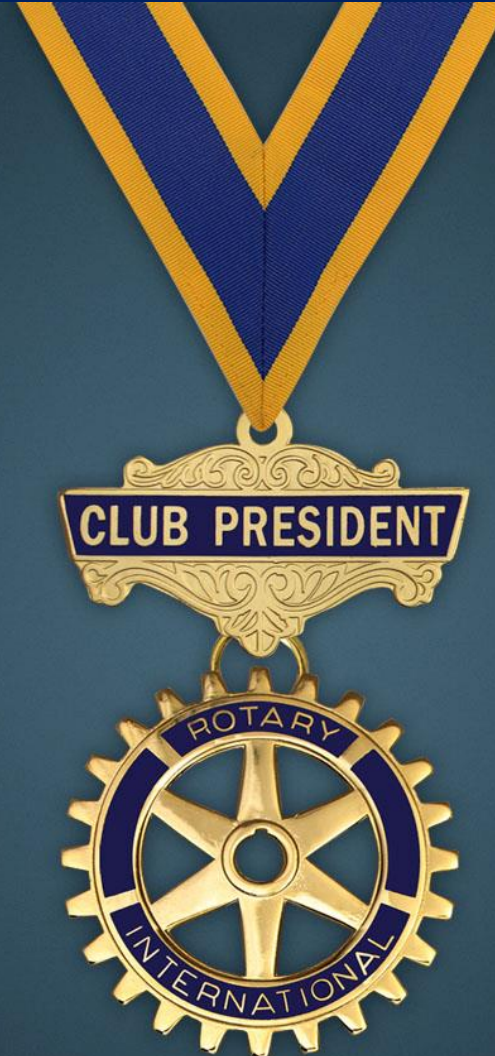
President  
2019-22 EDITION





# YOUR JOB AS CLUB PRESIDENT

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





# AS PRESIDENT-ELECT



Rotary Opens  
Opportunities

*Consult the club  
president on the  
current status of  
the club*



# AS PRESIDENT-ELECT



- *Serve as a Board Member of your club's board*
- *Appoint committee chairs and a trainer for your year*



# AS PRESIDENT-ELECT



Rotary Opens Opportunities

*Supervise preparation of the club budget*





# AS PRESIDENT-ELECT



*Encourage incoming club officers to attend the district training assembly*

The banner features a blue background with a green and red gradient at the bottom. It includes portraits of three men: Holger Khaack (top left), Rubayet Hossain (top right), and KR Ravindran (center, larger). Text on the banner includes "Rotary" and "Rotary Opens Opportunities" at the top right, "D3281 VIRTUAL DISTRICT TRAINING ASSEMBLY 2020" in large yellow and white letters, "FRIDAY - SATURDAY | 19-20 JUNE 2020" below it, "Chief Guest KR RAVINDRAN Trustee Chair 2020-21 The Rotary Foundation" next to the center portrait, and "on ZOOM platform PLEASE BOOK YOUR DATE & TIME" at the bottom right. A small portrait of MD Imtiaz Saju is also present on the right side.

Rotary  |  Rotary Opens Opportunities

**D3281 VIRTUAL DISTRICT TRAINING ASSEMBLY 2020**  
FRIDAY - SATURDAY | 19-20 JUNE 2020

**Chief Guest**  
**KR RAVINDRAN**  
Trustee Chair 2020-21  
The Rotary Foundation

**on ZOOM platform**  
**PLEASE BOOK YOUR DATE & TIME**

**HOLGER KHAACK**  
**RUBAYET HOSSAIN**  
**MD IMTIAZ SAJU**

# AS PRESIDENT-ELECT



*Create an account on My Rotary*

## Sign In

Sign-in Email \*

Forgot email? [?](#)

Password \*

[Forgot password?](#)

Remember me [?](#)

SIGN IN

## Why Create An Account?

Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

CREATE ACCOUNT



# AS PRESIDENT-ELECT



Rotary Opens  
Opportunities

*Attend your*

- ✓ Presidents-Elect Training Seminar (PETS),
- ✓ District Training Assembly (DTA), and
- ✓ District Conference (DisCon)

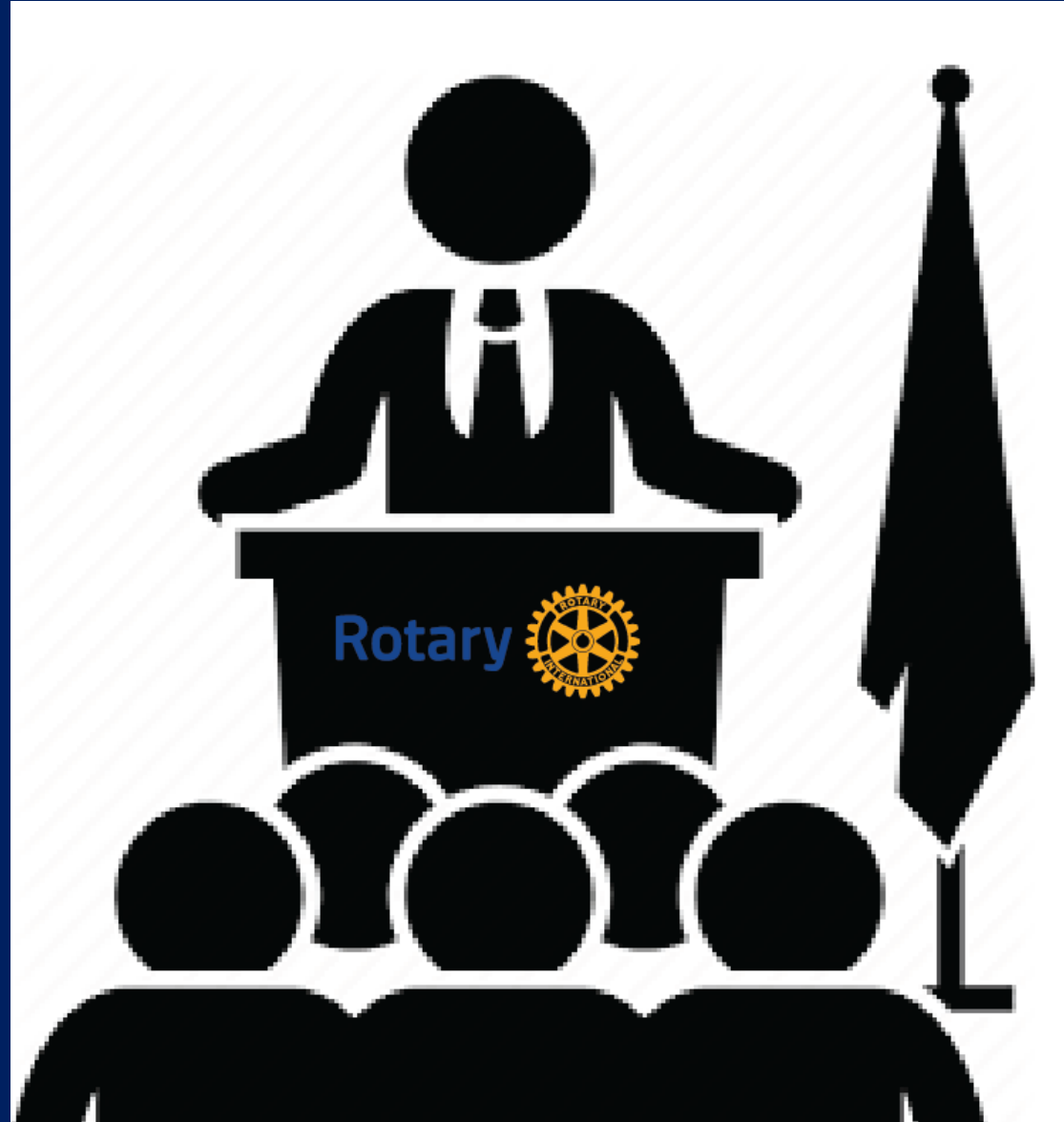
# AS PRESIDENT-ELECT



- *Set and track goals for your club in Rotary Club Central on My Rotary*
- *Ensure all club officers are reported on My Rotary so they can receive important communications from Rotary International*

End

# AS PRESIDENT



# AS PRESIDENT



- Plan and lead monthly board meetings.*
- Plan and lead interesting and relevant club meetings, and organize fun social events.*





# AS PRESIDENT



Rotary Opens  
Opportunities

*Set goals for each committee.*

- ✓ Club Administration
- ✓ Membership
- ✓ TRF
- ✓ Service Project
- ✓ Public Image
- ✓ Youth Service



Rotary Opens  
Opportunities



“ Goal হচ্ছে স্বপ্ন, কিন্তু সব স্বপ্নই Goal নয়... স্বপ্নকে বাস্তবায়নের পদ্ধতি আর উপায় সমূহকে লিপিবদ্ধ করাই হলো Plan, আর Plan বাস্তবায়ন করার মাঝ দিয়ে অর্জিত হয় ‘স্বপ্ন’ নামক Goal”

-পিডিজি জয়নুল আবেদীন  
ডিস্ট্রিক্ট ট্রেনার ২০-২১



Rotary



# AS PRESIDENT



- Encourage communication between club and district committees.*
- Review activities, goals, and expenditures, and participate in decisions.*
- Supervise the preparation of a club budget and proper accounting practices, including an annual financial review*

# AS PRESIDENT



*Make sure your secretary and treasurer have an account on My Rotary to update membership and club data regularly.*

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## Rotary Spotlight



# AS PRESIDENT



- Collaborate with the governor and assistant governor on club and district matters.*
- Communicate important information from the governor and Rotary International to club members.*



# AS PRESIDENT



Rotary Opens  
Opportunities

- ❑ *Prepare for the district governor's required visit*

## District Governor's OCV



# AS PRESIDENT



Rotary Opens  
Opportunities

*Follow Rotary's youth protection policies and the Statement of Conduct for Working With Youth, and implement the requirements for the Youth Exchange program*



# AS PRESIDENT



- Ensure that comprehensive training is conducted for club members, as needed*
- Involve members in carrying out your club's goals, outlined in Rotary Club Central. Track your club's goals in Rotary Club Central.*
- Encourage members to attend district meetings, and promote the Rotary Convention*
- Attend the district conference.*

# AS PRESIDENT



- Submit an annual report to your club on the club's status before leaving office*
- Work with your successor before leaving office*
- Arrange for a joint meeting of the incoming board of directors with the outgoing board*



# Resources & reference



Rotary Opens  
Opportunities

[Lead Your Club: President - Club President's Manual](#)

[Be a Vibrant Club: Your Club Leadership Plan](#)

[Membership Growth and Retention Support](#)

[The Rotary Foundation Reference Guide](#)

[Standard Rotary Club Constitution](#)

[Recommended Rotary Club Bylaws](#)

# Tools:

- [Pay or view your club invoice](#) (Rotary International dues and fees)
- [Update your club membership data](#)
- [Add club officers](#)
- Set and track goals in [Rotary Club Central](#)
- Take a course in the [Learning Center](#)
- Register for a [webinar](#)
- Check our [discussion groups](#)

# Rotary support:



- Immediate Past President
- Assistant Governor
- District Leaders



Thank you!

Presented By

**M Mahmudul Hasan**

Member, District Training Team 2020-21  
Past President, RC Dhaka Abani  
D3281, Bangladesh