**President**

As president, you lead and motivate your club, ensuring that club members feel valuable, inspired, and connected to each other.

**What you do**

* Preside over club and board meetings
* Appoint committee chairs and members
* Conduct club assemblies
* Create a budget and manage club finances, including an annual audit
* Develop a safe environment for youth participants
* Work with your district governor and assistant governor

**How to prepare**

The year of planning before you take office is crucial to achieving the objectives you set out for your club. As president-elect, you work with your assistant governor and incoming leadership team to set annual goals that support your club’s strategic plan. In this year you should:

* Take online courses for club president in the [Learning Center](https://learn.rotary.org/members/lms/index.php?r=coursepath/deeplink&id_path=2&generated_by=14995&hash=76e5ca4f50f0fa61e43a022d519c99a04902c75f)
* Assess your club’s strengths, weaknesses, opportunities, and risks in order to set goals
* Develop an action plan for your annual goals, which support long-term achievements
* Appoint committee chairs
* Ensure continuity in leadership and service projects
* Attend presidents-elect training seminar
* Attend district training assembly

**Resources & reference**

* [Lead Your Club: President - Club President's Manual](https://my.rotary.org/en/document/lead-your-club-president)
* [Be a Vibrant Club: Your Club Leadership Plan](https://my.rotary.org/en/learning-reference/learn-topic/regional-strategy-membership)
* [Membership Growth and Retention Support](https://my.rotary.org/en/document/connect-membership-leads)
* [The Rotary Foundation Reference Guide](https://my.rotary.org/en/document/rotary-foundation-reference-guide)
* [Standard Rotary Club Constitution](https://my.rotary.org/en/document/standard-rotary-club-constitution)
* [Recommended Rotary Club Bylaws](https://my.rotary.org/en/document/recommended-rotary-club-bylaws-doc)

**Tools**

* [Pay or view your club invoice](file:///C%3A%5Csecure%5C9571) (Rotary International dues and fees)
* [Update your club membership data](https://my.rotary.org/en/manage/club-district-administration/826)
* [Add club officers](https://my.rotary.org/en/manage/club-district-administration/826)
* Set and track goals in [Rotary Club Central](file:///C%3A%5Csecure%5C13301)
* Take a course in the [Learning Center](https://www.rotary.org/learn)
* Register for a [webinar](https://my.rotary.org/en/learning-reference/webinars)
* Check our [discussion groups](https://my.rotary.org/en/exchange-ideas/groups%20)

**Rotary support**

* Immediate past president
* Assistant governor
* District leaders