



ROTARY DISTRICT 7630

REVERSE PLANNING CALENDAR FOR CLUB PRESIDENTS

Use this planning calendar to help you prepare for a great year as Club President.

IDEAS:

What do you want to do?

QUESTIONS:

What don't you know?

What do you want to know?

What do you need to know?

How will you get the answers?

Who can help you? Who is the brain trust?

COMMITTEE CHAIRS

Prepare your Club's organizational chart and start to fill in your Board

As soon as selected to be President Elect

1. Ensure your information is correct in DacDb. If not registered, set up your account.
Begin to explore the help videos
2. Begin attending the Area Meeting hosted by your Assistant Governor (AG).

Jan:

1. Attend Pre-PETS
2. Begin thinking about your year in terms of what you want to keep and what you want to change
3. Begin working on your calendar
 - a. Identify key programs/projects/events
 - b. Be sure to include District events
 - c. Be sure that your club events do not conflict with District events and holidays.
4. Register for Rotary Club Central at www.rotary.org.
 - a. Confirm that your personal information is correct.
 - b. Review your club's goals and achievement so far.
 - c. Review your club's membership trends.
 - d. Be sure to click on all three tabs: Club, Service, and Foundation as these areas are used by RI to monitor your goals and your club's progress toward the Presidential Citation.
 - e. Open the Reports area in the column to the left. This area provides you with several reports about your club's history. There is key information as to contributions from your club members

Feb:

1. Continue to develop your calendar
2. Begin to identify your committee chairs.
 - a. Make sure you ask your chairs; don't assume they will continue to serve.
 - b. Determine if you will be changing the committee structure
3. Consider advisors, such as Past Presidents or long-term members of your club

March:

1. Attend Chesapeake PETS
2. Continue to develop your calendar
3. Meet with your Treasurer to begin developing your budget
4. Consider attending Rotary Leadership Institute (RLI).
5. Attend Grant Management Seminar (two members from the club must attend)

April:

1. Continue developing your vision and plan
2. Attend meetings of other Rotary Clubs. If your club is small, you might want to experience a larger club. If your club is large, you might want to experience a smaller club. Plan to visit several clubs.

May:

1. Attend District Assembly
 - a. Bring your Foundation Chair, Membership Chair, Secretary, and any other position requested by your Governor
2. Finalize your committee assignments
3. Finalize your budget for presentation to your board
4. Begin working with the sitting president on the installation event
5. Draft your press release.
6. Plan any other PR events or coverage (Facebook, website, other social media)
7. Go to Rotary Club Central and begin entering goals for 2018-2019
8. Finalize your team if you have not already done so
9. Complete the application for a District Grant if your club is applying. Application due June 1st

June:

1. Meet with your Board to finalize plans
2. Determine who you would like to do your installation. Could be the Gov, AG, Past President, or a Rotarian friend from another club. This is your event, enjoy and make it special.

July:

1. Use the first meeting to present your plans to the club. You are the program.
2. Lead, execute and have fun.