Rotary District 7730 Passport Club

President- Elect Job Description

* Attend club and board meetings, preside over meetings that the President cannot attend

If you have not already done so make sure that you have established your presence and profile at My Rotary so that you can function effectively on the RI website. Go to [www.rotary.org](http://www.rotary.org) >> “My Rotary” on the top line >> Register>> an email and password is required.

* Conduct monthly virtual Business meetings- ensure that the agenda is posted at least two days in advance.
* Conduct 4 annual meetings on the Third Saturday of, June, September, December, April (District Conference)
* Assist in the budget and club finances, including an annual audit
* 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" \t "_blank)
* Have a good working knowledge of the DACdb system used for club administration. Make sure you have a log in and have updated your profile.
* 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
* Get to know club members and identify those who you will appoint as board members and committee chairs.
* Attend presidents-elect training seminar
* Attend district training assembly