Rotary District 7730 Passport Club

President Job Description

* Preside over club and board meetings
* Appoint committee chairs and members
* 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)
* 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
* 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.
* 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