|  |
| --- |
| This document is provided as a guide to assist you with preparing both before and during your year as President. It is a ‘living document’. Refer to the District Website (rotary6330.org) for the current version and other key documents. Also, please make any additions that reflect your Club’s plans, projects and activities. See the District Calendar for key event dates. |
| **As President Elect** |
| **January** *Vocational Service Month* | * Confirm your in-coming Board (as per club’s December Election)
* Confirm/assign Avenue of Service with each Director (as appropriate/applicable)
* Consider Committee structure and potential Committee Chairs
* Enter club officers into the RI database – My Rotary [*Sign-in > Manage > Club Administration*] or via ClubRunner if integrated with RI. (Usually responsibility of Club Secretary.)
* Consider District Grant by selecting project and submitting Proposal
 |
| **February** *Peace and Conflict Prevention/ Resolution Month* | * Ensure your incoming club officers have been entered into RI database – My Rotary [*Sign-in > Manage > Club Administration*] or via ClubRunner by February 1st (Usually responsibility of Club Secretary
* Register for President-Elect training, - April, Arrange your accommodation.*\*NOTE: As per Rotary International rules, attendance is mandatory. If you cannot attend the District 6330 training for reasons beyond your control, alternative arrangements for training must be made through consultation with the District Governor. \**Club Secretary)
* It is strongly recommended that your Secretary, Treasurer(s), Foundation and Membership Chairs, any interested members (i.e. future leaders) attend and Rotaractors
* Meet with your in-coming Board to discuss your club’s goals and service activities for new year. Use the Rotary Club Central (RCC) Planning Worksheet to assist you with preparing the goals. Entry of your goals into RCC.
 |
| **March** *Water and Sanitation Month* | * Attend a Pre PETS meeting with your Assistant Governor (AG)
* Prepare for PETS by reviewing the information material on the President’s Corner of the District Website.
* Confirm registration for PETS and hotel accommodation
* Confirm Committee Chairs (and/or Co-Chairs) for the new Rotary Year
 |

|  |  |
| --- | --- |
| **April***Maternal and Child Health Month* | * Slot your members into the various club committees per your club’s procedures; make sure all your members are engaged; complete by June 30th for a smooth transition into your year.
* Attend PETS
* Confirm the scheduled date for the District Governor official club visit and review the “DG Visit Guidelines”
* Advise the AG of significant club dates/celebrations/events so that the AG and/or District Governor can be aware in case your club would like to invite him/her to attend.
* Meet with your in-coming Board
* Start to plan the presidential changeover (as per club procedure)
* Promote the District Conference
* April 30th is the last date for a District Grant Submission
 |
| **May** *Youth Service Month* | * Discuss with your Board what you expect of them throughout the year – set parameters. Introduce the Year’s Theme – give out pins. Discuss working as a team. Communication is important – keep it open. Your first meeting is vital – it will set the tone for your year.
* Enter any outstanding Club’s Goals and Service Activities into Rotary Club Central – due May 15th.
* Prepare club budget for new Rotary Year.
* Arrange for a visit from your Assistant Governor with the purpose of introducing you as new club President and the RI Presidential Theme and Citation – and theme banner.
* Promote the District Conference
 |
| **June** *Rotary* *Fellowships Month* | * Ensure your Club’s membership data is up in the RI database – My Rotary [*Sign-in > Manage > Club Administration*] or via ClubRunner if integrated with RI – before July 1st, in preparation for July RI invoice #2. (Usually done by Club Secretary.) ***Please note: you will be charged for all members listed so accurate reporting is critical.***
* RI Convention
* Changeover Meeting/Event: End of June or beginning of July (as Club protocol)
 |
| **As President** |
| **July**  | * Schedule regular Club Assemblies (normally 2-4 per Rotary Year)
* **Ensure RI Invoice #2 is processed (Responsibility of Treasurer).**
* Confirm Club budget (as per Club procedure)
* Include Assistant Governor on your Club Bulletin recipient list
* Review and update Club Constitution and by-laws as required
* Discuss your Presidential Citation. Assign a Board member (ideally President-Elect) to monitor achievement in-year and provide progress at monthly board meetings.
* Prepare for District Governor visit (per guidelines). District Governor will meet with Board (prior to or following club meeting depending on timing) and address the Club. Arrange any hotel accommodation and meeting requirements and communicate with District Governor and Assistant Governor.
* Prepare for visits from Assistant Governor (AG will make one formal visit to the Club and attend a Board meeting). All other visits will be informal. Send invitations to the AG throughout the year for special events or celebrations or hands-on projects.
* Review Rotary Club Central and Club Runner on a regular basis with your Secretary and make sure all data is recorded and up to date.
* Promote the Zone Conference
* On receiving District Grant Approval carryout and publicize the project. Must be completed by May 15th of your Presidential year
 |
| **August** *Membership and New Club Development Month* | * Promote the Zone Conference
* Encourage membership growth and retention (on-going).
* Promote attendance at the Vibrant Club Seminars in October
* If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthl
 |

|  |  |
| --- | --- |
| **September***Basic Education and Literacy Month* | * Zone Conference
* Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.
* Begin recruitment process for Long Term Outbound Youth Exchange students (if applicable)
* If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
 |
| **October** *Economic and Community Development Month* | * Attend Vibrant Club Seminar
* Celebrate World Polio Day, October 24th (e.g. Worlds Greatest Meal)
 |
| **November** *Rotary Foundation Month* | * Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.

 * Schedule a Club Meeting Educational Program on Rotary Foundation.
* Applications for outbound Long-Term Youth Exchange students are due to the district Youth Exchange committee.
* Encourage members to register for the RI Convention (**Registration costs usually increase in December**).
 |
| **December** *Disease Prevention and Treatment Month* | * Conduct Club Elections for incoming Board for new Rotary Year.
* Ensure your Club’s membership data is up to date in the RI database – My Rotary [*Sign-in > Manage > Club Administration*] or via ClubRunner if integrated with RI – before January 1st, in preparation for January RI invoice #1. (Usually done by Club Secretary.) ***Please note: you will be charged for all members listed so accurate reporting is critical.***
* Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.
* Consider planning a meeting/social to include the Family of Rotary
* Encourage members to register for the RI Convention
* Encourage Executive members to attend PETS
 |
| **January** *Vocational Service Month* | * **Ensure membership list is up to date and accurate (responsibility of Secretary) by January 1st at the very latest.**
* **Ensure RI Invoice #1 is processed (Responsibility of Treasurer).**
* Encourage Executive Members to attend PETS
* Review progress of club goals/Presidential Citation and district goals and discuss with Assistant Governor. Ensure that your Foundation donations are made as these are pre-requisites for qualification.
* Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current
* Encourage members to register for the RI Convention
 |
| **February** *Peace and Conflict Prevention / Resolution Month* | * Encourage members to register for the RI Convention
* Encourage Executive members to attend PETS. Discuss progress for Presidential Citation (confirmation for achievement due to AG’s by June 15th to forward to DG in time for June 30th RI deadline)
* Review Rotary Club Central and ClubRunner on a regular basis with your Secretary to ensure all data is recorded and up-dated to ensure it is kept current.
* Consider scheduling date for presidential changeover, especially if you are planning on inviting the DG, AG, or other guests, as schedules get very busy.
* RYLA Seminar for Tomorrows Leaders, Western University, London. Applications due to district RYLA chair.
* Support President Elect and in-coming board with planning process and goal setting
 |
| **March** *Water and Sanitation Month* | * Continue to encourage members to attend PETS/District Learning Assembly April
* Review Rotary Club Central and ClubRunner on a regular basis with your Secretary to ensure all data is recorded and up-dated to ensure it is kept current.
* Continue promoting District Conference June
 |
| **April** *Maternal and Child Health Month***April Cont.** | * Review progress of Club goals and discuss with assistant Governor
* Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current

 * Support President Elect and new board with planning process and goal
* Begin preparation for presidential changeover (as per club procedure)
* Encourage members to register for the RI Convention
* Continue promoting District Conference
 |
| **May***Youth Service Month* | * Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current
* Prepare for Change-Over Meeting with in-coming President, Year-end concluding remarks and acknowledgement of Board, Chairs, Members (especially those Directors and Chairs not continuing in the current roles)
* Continue promoting District Conference
* Ensure completion report for District Grant submitted
 |
| **June***Rotary Fellowships Month* | * Presidential Citation – deadline: June 30th
* Host a joint meeting with the up-coming Board and help prepare new Board members to new positions. Educate them on the “how to” and the importance of reporting to RI and District via Rotary Club Central and ClubRunner
* Ensure your Club’s membership data is up in the RI database – My Rotary [*Sign-in > Manage > Club Administration*] or via ClubRunner if integrated with RI – before July 1st, in preparation for July RI invoice #2. (Usually done by Club Secretary.) ***Please note: you will be charged for all members listed so accurate reporting is critical***
* Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current
* Attend the RI Convention
* Attend District Conference
* Changeover Meeting/Event: End of June or beginning of July (as Club protocol)
 |

**NOTE:**

1. The District Leadership Team Meets 2 to 3 times a year and you will receive a request prior to each of these meetings from your assistant governor for a club update
2. Conduct monthly Board Meetings
3. Ensure all your events and activities are promoted in local and social media as appropriate