

The Role of CLUB PRESIDENT

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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

[See full job description.](#)

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:

- 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](#)
- [Be a Vibrant Club: Your Club Leadership Plan](#)
- [Membership Growth and Retention Support](#)
- [The Rotary Foundation Reference Guide](#)
- [Standard Rotary Club Constitution](#)
- [Recommended Rotary Club Bylaws](#)

TOOLS

- [Pay or view your club invoice](#) (Rotary International dues and fees)
- [Update your club membership data](#)
- [Add club officers](#)
- Set and track goals in [Rotary Club Central](#)
- Take a course in the [Learning Center](#)
- Register for a [webinar](#)
- Check our [discussion groups](#)

ROTARY SUPPORT

- Immediate past president
- Assistant governor
- District leaders