

Rotary Club of Edmonton Northeast

Executive Time Line

Updated: November 9, 2019

Month	President	President Elect	President Nominee	Other Notes
July	<p>Official Start as President Familiarize yourself with the Bylaws for the club, foundation and Societies Act.</p> <p>Review club invoice from RI regarding membership.</p> <p>Confirm meeting date for the Official District Governor's visit.</p> <p>Attend Golf Tournament and speak</p> <p>Ensure there is a monthly update sent to all club members.</p>	<p>Official Start as President Elect</p>		<p>Secretary and Treasurer also receive RI invoice. Pay online.</p> <p>Official DG Meeting includes a meeting prior with Board Members</p>
August	<p>Promote District Fall and Spring Training to Executive and board members</p> <p>Confirm attendance (register as a group for a price reduction if offered)</p> <p>Ensure there is a monthly update sent to all club members.</p>	<p>Registration for District Conference.</p> <p>Registration for District fall training (meet DG and Area Governor for your year.)</p>		

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Sept	<p>Plan for World Polio Day on October 24th</p> <p>Ensure there is a monthly update sent to all club members.</p>			
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November	<p>Week including Nov 5th is World Interact Week</p> <p>Ensure there is meeting scheduled for electing a President Elect Nominee. (Past President Chairs)</p> <p>Ensure the committee is set for the Integrity Awards in the Spring</p> <p>Represent Club at the Beverly Cenotaph Remembrance Ceremony Nov 11 – Present a wreath</p> <p>Ensure there is a monthly update sent to all club members.</p>	<p>Register yourself and spouse/partner for International Convention (May/June timeframe)</p> <p>Confirm what expenses are paid by the club)</p>		<p>Register early to get the best rate</p> <p>Past President chairs a meeting to determine new slate of officers for next year.</p> <p>Past President collects \$20 from active past presidents for the wine at the Christmas Function.</p> <p>Vocational Director leads committee for determining Clubs Integrity Award Winner.</p>

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<p>December</p>	<p>Host Club's Annual General Meeting at the first meeting of the month.</p> <p>Attend Club Christmas Event and say a few words.</p> <p>Ensure there is a monthly update sent to all club members.</p>	<p>Attend Annual General Meeting</p> <p>Attend Christmas Event</p>	<p>Official start of President Elect Nominee Position when announced at AGM.</p>	
<p>January</p>	<p>RI Semi Annual Report filed as of July (Secretary & Treasurer)</p> <p>Encourage attendance at Spring Training for PE & Board Members and get yourself and members registered as a group.</p> <p>Promote/Participate Rotary Day February 23</p> <p>Ensure there is a monthly update sent to all club members.</p>	<p>Registration for District Training in the Spring</p>	<p>Chair Meeting for President's Turnover Dinner Set Committee and Dates</p> <p>Registration for District Training in the Spring</p>	<p>Secretary and Treasurer also receive RI Semi Annual Report</p>

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March	<p>Attend Spring Training</p> <p>Form committee to select President's Award candidate</p> <p>World Rotaract Week – week that includes Mar 13th</p> <p>Ensure the Foundation Chair forms a committee to select the clubs Paul Harris Fellow award.</p> <p>Encourage board members meet with their successors and share information over the next 3 months in preparation for their start in July.</p> <p>Ensure there is a monthly update sent to all club members.</p>	<p>Attend Spring Training.</p> <p>Learn applicable dates for entering Club Goals.</p> <p>Get Rotary Theme and Presidential Citation Criteria for your year.</p> <p>Learn about Foundation & Grant applications.</p> <p>Learn to navigate Club Runner, RI ,Rotary Club Central and My Rotary.</p> <p>Finalize the plan for Club Planning Session and phone all members to encourage them to attend the session in April.</p>	<p>Attend Spring Training</p> <p>Learn to navigate Club Runner, RI ,Rotary Club Central and My Rotary</p> <p>Learn about Foundation</p>	<p>See Club History and Info Manual in Club Runner for Criteria for President's Award</p> <p>Make sure Foundation Chair attends District Grant training</p>
April	<p>Attend Strategic Planning Session</p> <p>Advise on Rotary Club Goals for Rotary Club Central</p> <p>Ensure there is a monthly update sent to all club members.</p>	<p>Host Club Strategic Planning Session</p> <p>Enter goals in Rotary Club Central</p>	<p>Attend Club Annual Planning Session</p>	<p>Club Annual Planning Session involves all members.</p> <p>Consult on goals with current and incoming board.</p>

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May	Prepare for the last board meeting and thank you event in June. Invite all new incoming board members. Ensure there is a monthly update sent to all club membe			Usually held at one of the board members homes.
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June	<p>Chair last meeting and thank you event for your Board.</p> <p>Presidents Turn Over Event Present awards and review the club's year of events</p> <p>Write a year in review document of events that happened in your year for the Club's History and Info Manual.</p> <p>Confirm the new DG's official club visit date.</p> <p>Bank signatures changed for Club and Foundation accounts.</p> <p>Ensure there is a monthly update sent out to all club members.</p>	<p>Attain the Voting rep card from the club secretary</p> <p>Attend the RI Convention Pick up a theme banner for the podium</p> <p>Attend the President's Turnover event. Provide a short speech about your upcoming year as President.</p>	<p>Chair the Presidents Turn Over Event</p> <p>Become familiar with club policies and procedures</p>	<p>This Event is organized by the President Elect Nominee</p>

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Other information for all positions:

1. Familiarize yourself with Club Runner, Rotary.org, Rotary Club Central and My Rotary
2. Check out Rotary International Calendar of Events
<https://my.rotary.org/en/new-media/calendar>
3. Attend as many Rotary events as possible at the club level and the district level to become familiar with the world of Rotary.
4. Updating goals in Rotary Club Central- Directors to take responsibility in their area.
5. Assist with training of members on Club Runner and My Rotary.
6. Review the Presidential Citation Criteria quarterly.
7. Acknowledge and show appreciation to club members whenever possible.
8. Encourage everyone to post their Rotary Volunteer time on line

Additional Notes for the Current President to do Weekly and/or Monthly

1. Send out notice and agenda's for the Board Meetings.
2. Attend Capital Region President's meetings. If these are not set up, take the initiative to start them. A great way to network with other club presidents etc.
3. Attend club committee meetings (optional)
4. Attend various events as the representative of the Rotary Club of Edmonton NE
5. Invite the Area Governor to club and board meetings (recommended to for this individual to attend 2 or 3 club meetings and one board meeting) NOTE: District Governor including Spouse and Area Governor do not pay when attending any of the club's events or meetings in an official capacity.
6. Plan weekly program (Confirm details with the Club Services Director, Program Committee and Team Leaders)
7. Arrive early to weekly meetings to ensure a hassle-free meeting (check sound and AV set up as early as possible)
8. Communicate with Club members as required.
9. Club Administration of letters and email etc.