

PLANNING CALENDAR FOR 2014 – 2015 – 2016

Rotary Year 2014-2015 You are now the PEN and on July 1 st the President Elect!		Rotary Year 2015-2016 You are now the President!	
2014 NOW - DEC. 31	2015 JAN 1-JUNE 30	2015 JULY 1-DEC. 31	2016 JAN 1-JUNE 30
○ Become familiar with Rotary Club Central & other web sites.	○ Fill open positions, including committee chairs. Continue working on your club budget	○ July: Hold your first meeting. Use it to set the stage for your year. Highlight your Sao Paulo trip!	○ Attend Mid-Terms in Bakersfield, Oxnard, or Santa Maria along w/ the PEN and PE
○ Get to know people who will support you: DG, EAG, AG, & your classmates	○ Meet with your board members & committee chairs to discuss club goals, projects, events, budgets	○ Schedule your first board meeting & establish a year-long calendar for your board meetings.	○ Review the awards criteria for District awards, Presidential Citation & other award options
○ Get to know your club members – their strengths & interests	○ Work with your team in setting goals that are challenging & begin documenting them	○ Hold your first board meeting & set the stage for how your board meetings will be conducted	○ Meet with leadership members to review their progress, plans & support they may need
○ Review your club's constitution, bylaws & organization chart	○ Attend Mid-Terms in Bakersfield, or Santa Maria, or Oxnard. Dates most likely 1/10; 1/17; 1/31	○ Have your board approve the club budget & club foundation budget for your year	○ Let the entire club know how you are doing – what's been achieved to date...what's to come
○ Review documents from RI – President's Manual, etc.	○ Attend PETS on FEB 20-22 at LAX MARRIOTT (Fri – Sun)	○ Make plans for the Governor's Official Visit- your date is set!	○ Involve new members and incoming leaders in club activities
○ Visit other Rotary clubs, in & out of our district, to get "fresh" ideas; really important!	○ Get your team leadership team and others from your club registered for District Assembly!	○ Schedule at least four club assemblies on pertinent topics – once per quarter	○ Make sure your PE is registered for & attends PETS
○ Brainstorm... be strategic... dream a little...think about what you really want to accomplish	○ Attend along with your team (Board of Directors) a District Assembly Training – Bakersfield 3/21; Oxnard 3/28.	○ Highlight special dates on your calendar for special observances – REGISTER FOR DISTRICT CONF. IN BAKERSFIELD OCT 2-3	○ Support your PE in encouraging attendance at the 2016 District Assembly in Bakersfield or Oxnard
○ Start thinking about goals you want to accomplish, events you want to hold, changes to make	○ Complete entering your club's membership, TRF & service goals via Rotary Club Central	○ Oct/Nov Support your club's EREY campaign to encourage donations to TRF Annual Program Fund	○ Make sure your club submits applications for appropriate awards & recognitions
○ Start thinking about who will be your board members and club leadership team	○ Have your Board members communicate with District Leaders – Ave. of Service Chairs	○ Oct/Nov Encourage club promotion of & participation in District TRF Event	○ Celebrate your year at the RI Convention in Seoul, Korea
○ Start a calendar...Schedule & publicize key events	○ DO NOT DO ALL THIS BY YOURSELF! DELEGATE!	○ ATTEND DISTRICT CONFERENCE IN BAKERSFIELD OCT 2-3	○ Attend the DG Awards Luncheon Bring members and be honored!
○ Attend PE RETREAT on Sept. 12 and 13 OXNARD MARRIOTT	○ Get ready for your year by attending the RI Convention in Sao Paulo, Brazil 6/6 – 6/10	○ Select your Club's PEN for 2016-2017 by Dec. 31, 2015	○ Sit back & relax as you watch your club's PE take office!
○ Review previous Club budgets	○ Plan your first meeting		