

## PLANNING CALENDAR FOR 2014 – 2015 – 2016

Rotary Year 2014-2015 You are now the PEN and on July 1 <sup>st</sup> 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
<ul style="list-style-type: none"> <li>○ Become familiar with Rotary Club Central &amp; other web sites.</li> <li>○ Get to know people who will support you: DG, EAG, AG, &amp; your classmates</li> <li>○ Get to know your club members – their strengths &amp; interests</li> <li>○ Review your club's constitution, bylaws &amp; organization chart</li> <li>○ Review documents from RI – President's Manual, etc.</li> <li>○ Visit other Rotary clubs, in &amp; out of our district, to get "fresh" ideas; really important!</li> <li>○ Brainstorm... be strategic... dream a little...think about what you really want to accomplish</li> <li>○ Start thinking about goals you want to accomplish, events you want to hold, changes to make</li> <li>○ Start thinking about who will be your board members and club leadership team</li> <li>○ Start a calendar...Schedule &amp; publicize key events</li> <li>○ <b>Attend PE RETREAT on Sept. 12 and 13 OXNARD MARRIOTT</b></li> <li>○ <b>Review previous Club budgets</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Fill open positions, including committee chairs. Continue working on your club budget</li> <li>○ Meet with your board members &amp; committee chairs to discuss club goals, projects, events, budgets</li> <li>○ Work with your team in setting goals that are challenging &amp; begin documenting them</li> <li>○ <b>Attend Mid-Terms in Bakersfield, or Santa Maria, or Oxnard. Dates most likely 1/10; 1/17; 1/31</b></li> <li>○ <b>Attend PETS on FEB 20-22 at LAX MARRIOTT (Fri – Sun)</b></li> <li>○ Get your team leadership team and others from your club registered for District Assembly!</li> <li>○ <b>Attend along with your team (Board of Directors) a District Assembly Training – Bakersfield 3/21; Oxnard 3/28.</b></li> <li>○ <b>Complete entering your club's membership, TRF &amp; service goals via Rotary Club Central</b></li> <li>○ Have your Board members communicate with District Leaders – Ave. of Service Chairs</li> <li>○ DO NOT DO ALL THIS BY YOURSELF! DELEGATE!</li> <li>○ <b>Get ready for your year by attending the RI Convention in Sao Paulo, Brazil 6/6 – 6/10</b></li> <li>○ <b>Plan your first meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>○ July: Hold your first meeting. Use it to set the stage for your year. Highlight your Sao Paulo trip!</li> <li>○ Schedule your first board meeting &amp; establish a year-long calendar for your board meetings.</li> <li>○ Hold your first board meeting &amp; set the stage for how your board meetings will be conducted</li> <li>○ Have your board approve the club budget &amp; club foundation budget for your year</li> <li>○ Make plans for the Governor's Official Visit- your date is set!</li> <li>○ Schedule at least four club assemblies on pertinent topics – once per quarter</li> <li>○ Highlight special dates on your calendar for special observances – <b>REGISTER FOR DISTRICT CONF. IN BAKERSFIELD OCT 2-3</b></li> <li>○ Oct/Nov Support your club's EREY campaign to encourage donations to TRF Annual Program Fund</li> <li>○ Oct/Nov Encourage club promotion of &amp; participation in District TRF Event</li> <li>○ <b>ATTEND DISTRICT CONFERENCE IN BAKERSFIELD OCT 2-3</b></li> <li>○ Select your Club's PEN for 2016-2017 by Dec. 31, 2015</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Attend Mid-Terms in Bakersfield, Oxnard, or Santa Maria along w/ the PEN and PE</b></li> <li>○ <b>Review the awards criteria for District awards, Presidential Citation &amp; other award options</b></li> <li>○ Meet with leadership members to review their progress, plans &amp; support they may need</li> <li>○ Let the entire club know how you are doing – what's been achieved to date...what's to come</li> <li>○ Involve new members and incoming leaders in club activities</li> <li>○ Make sure your PE is registered for &amp; attends PETS</li> <li>○ <b>Support your PE in encouraging attendance at the 2016 District Assembly in Bakersfield or Oxnard</b></li> <li>○ <b>Make sure your club submits applications for appropriate awards &amp; recognitions</b></li> <li>○ <b>Celebrate your year at the RI Convention in Seoul, Korea</b></li> <li>○ <b>Attend the DG Awards Luncheon Bring members and be honored!</b></li> <li>○ Sit back &amp; relax as you watch your club's PE take office!</li> </ul>