

Suggested Tasks for President-Elect and President 2021 – 2022

<b>January 2021</b> <i>Vocational Service Month</i>		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 – <a href="#">My Rotary</a> [ <i>Sign-in &gt; Manage &gt; Club Administration</i> ] or via <a href="#">ClubRunner</a> if integrated with RI. (Usually responsibility of Club Secretary.)
		Meet and Communicate with your Club's AG
		Confirm registration for PETS
		Update or create the club's strategic plan
<b>February 2021</b> <i>Peace and Conflict Prevention/ Resolution Month</i>		Meet with your in-coming Board to discuss your club's goals and service activities for new year. Use the Rotary Club Central (RCC) <a href="#">Planning Worksheet</a> to assist you with preparing the goals.
		Complete any pre-PETS activities/training
		Review past club budgets and begin planning for new Rotary year
<b>March 2021</b> <i>Water and Sanitation Month</i>		Attend PETS
		Review club by-laws and club constitution
		Finalize committee chairs
		Register for District Assembly
		Register for District Conference
		Enter any finalized club goals into Rotary Club Central
		Encourage Board Members and members to attend District Assembly
<b>April 2021</b> <i>Maternal and Child Health Month</i>		Attend District assembly
		Promote and encourage leadership training opportunities
		Review President's manual
		Confirm date for District Governor's visit
		Begin planning for change of leadership and celebration
		Advise your AG of any significant planned events
<b>May 2021</b> <i>Youth Service Month</i>		Finalize goals and enter into Rotary Club Central
		Review Presidential Citation requirements
		Finalize club's budget
		With current President, review and enter present RY accomplishments
		Conduct a board retreat with new board
		Review expectations of board members/committee chairs
<b>June 2021</b> <i>Rotary Fellowships Month</i>		Attend Rotary International Convention
		Recognize outgoing President

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		Confirm that club's membership numbers are accurate
		Schedule the "Pass the Gavel", "President changeover"
		Affirm that all committees are fully staffed
		Attend RI Convention in Hamburg
		Schedule your Board Meeting for the year
<b>July 2021</b>		Make sure that your Club's RI Member invoice has been paid
		Confirm visit from DG in on club calendar
		Present RI Presidential Citation to Club
		Confirm Club Committees have regularly scheduled meetings
		Promote your goals to Club
		Present Club budget
		Check for nominations to RI for awards
<b>August 2021</b> <i>Membership and New Club Development Month</i>		Encourage membership growth and development
		Review Rotary Club Central goals and objectives, entering any achievements.
		Promote the fall District Assembly
		Encourage members to attend leadership training opportunities
		Confirm fellowship activities have been planned for the year
<b>September 2021</b> <i>Basic Education and Literacy Month</i>		Promote the Rotary Leadership Institute (RLI) sessions
<b>October 2021</b> <i>Economic and Community Development Month</i>		Promote End Polio Now campaign
<b>November 2021</b> <i>Rotary Foundation month</i>		Preparation of federal form 990
<b>December 2021</b> <i>Disease Prevention and Treatment Month</i>		Conduct Club elections
		Encourage registration to RI Convention
		Confirm IRS Form 990 has been filed
		Confirm that membership is up-to-date in preparation of second half dues payment
		Update accomplishments on RCC
<b>January 2022</b> <i>Vocational Service month</i>		Assure payment of Rotary semi-annual dues
		Review Club goals
<b>February 2022</b> <i>Peace and Conflict Resolution Month</i>		Review
		Confirm PE is registered for PETS

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<b>March 2022</b> <i>Water and Sanitation Month</i>		Work with the PE to schedule a meeting to update your Club's strategic plan
<b>April 2022</b> <i>Maternal and Child Health Month</i>		
<b>May 2022</b> <i>Youth Service Month</i>		Plan the date for the President change over event
<b>June 2022</b> <i>Rotary Fellowships Month</i>		Make sure the Club's membership list is accurate
		Provide for a final budget report for 10-20
		Enter final accomplishments for RCC
		Recognize out-going Board members