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|  | Leadership Transition Tasks for FY 24Prior to the new year beginning | Responsible person(s) | When to do  | Done |
| 1 | Nominations Committee to recruit slate of new board members to fill all vacant positions | Nominations Committee | Recruit in January-February: present candidates to Board for approval at March Board meeting. | a |
| 2 | Full membership votes on new board candidates | Nominations Committee Chair | Annual Meeting: 2nd Wednesday of April |  |
| 3 | New FY Board of Directors votes on officers for the new year, including president, president-elect, secretary, treasurer, sergeant-at-arms, immediate past president (ex officio). Note: secretary, treasurer & sergeant-at-arms positions are appointed by the president, and approved by the board members, not voted on by the full membership.  | President-Elect + new board | According to bylaws, within 7 days of the Annual Meeting |  |
| 4 | Hold meeting of the outgoing and incoming board members to foster smooth transition of duties | President + President-Elect | June board meeting |  |
| 5 | Appoint new board member areas of responsibility within the Avenues of Service + committee chairs  | President-Elect + board | Prior to July 1 |  |
| 6 | Schedule official club visit of the District Governor. DG publishes visit schedule for the district in advance. Notify program chair of DG visit date; DG will be speaker for that meeting. Invite AG to attend. | President-Elect + Program Chair | Prior to July 1, preferably; DG usually creates a DG visit calendar available on district website |  |
| 7 | Update signature authority on two bank accounts held at First Montana Bank. | Treasurer, PE, PEN | Prior to July 1 |  |
| 8 | Refile corporate status with the Montana Secretary of State | Treasurer | Annually, prior to July 1 |  |
| 9 | All board members must sign a Conflict-of-Interest form annually and file it with the Club Secretary | Secretary + new President | Annually, prior to July 1; even returning board members must complete a new form each year |  |
| 10 | Award two (2) president pins to new president (PE):(a) the inaugural president pin dates to the founding of the club and retains historical value for the club.(b) new president pin to be worn weekly by president, then passed on to new president at year’s end. | President | July 1 |  |
| 11 | Order Past President pin to be awarded to outgoing president | Secretary | April, prior to new year |  |
| 12 | Order plaque or gift to be awarded to outgoing president at induction of new president | Secretary | April, prior to new year |  |
| 13 | Assure meeting room availability for the FY. Cancel, renew, or revise annual catering contract for lunch service at weekly meetings; negotiate lunch cost + room fee costs; caterer for FY24 is Missoula Country Club. | President-Elect, Treasurer | May, prior to adoption of new FY budget as this contract affects budget planning and dues |  |
| 14 | Develop Rotary calendar for the new year, indicating which dates the club will meet or weeks when club is dark, such as holidays or fellowship lunches. Include calendar as part of Rotary catering contract. | President-Elect | May, or when catering contract is finalized |  |
| 15 | Order any supplies planned for the new year, i.e., speaker gifts, member recognition, etc. | Secretary, President-Elect | May |  |
| 16 | Discuss club’s FY goals with club leadership and input information into MyRotary.org | President-Elect  | Prior to July 1; update at least quarterly, or after events take place. Success in meeting goals directly aligns with Club Presidential Citation. |  |
| 17 | Determine dates for Club Assemblies and add to club annual online calendar + inform program chair | President-Elect, Newsletter Editor, Program Chair | May/June; the earlier the program chair knows these dates, the better since speakers are scheduled months in advance |  |
| 18 | Provide templates for weekly meeting agendas, board meeting agendas + induction of new members script to president-elect | President | June 1 or earlier, as needed |  |
| 19 | Designate who will be responsible for sending the weekly RSVP from members, as required by caterer  | President-Elect | May; if there is a transition of this duty, training will be required for new designee |  |
| 20 | Appoint *Weekly Bulletin* editor | President-Elect and/or Director for Club Service | May; if there is a transition of this duty, training will be required for new designee |  |
| 21 | Pass along any Rotary archives or other current club files in possession to new leadership | President | Prior to July 1 |  |
| 22 | Designate ZAVIT (Zoom, Audio-visual, Information Technology) chair | President-Elect | May; if there is a transition of this duty, training will be required for new designee |  |
| 23 | Appoint sergeant-at-arms, club secretary and treasurer positions for the new year | President-Elect | March, since these positions must be voted on by new board in April; if there is a transition of these duties, training will be required for new designee |  |
| 24 | Update Rotaract liaison (and/or Interact liaison) representative in MyRotary.org, if needed | Director, Youth Services | Prior to July 1 |  |
| 25 | Finalize total # of members for purposes of dues collection/payment to District 5390 and Rotary International and update in ClubRunner | Treasurer + Secretary | No later than June 30; delete resignations in ClubRunner by last day of Rotary FY or club is billed for them in new FY |  |
| 26 | Update member database in ClubRunner for purposes of dues collection/payment to District 5390 and Rotary International  | Secretary | No later than June 30; record resignations or new members before June 30 or club will pay for non-members. |  |
| 27 | Develop new FY budget | Treasurer, President + board | May board meeting, requires approval of the board |  |
| 28 | Issue dues invoice for the new year | Treasurer | May 15, with invoices due June 15 to affirm renewal of members prior to June 30 |  |
| 29 | Issue email reminder to all members of dues payable for the new year | Treasurer | June 1; dues payable June 15. Affirm renewal prior to June 30 |  |
| 30 | Update website to include new Membership Chair or Webmaster link to online communications messaging so that the club responds properly to online inquiries | Webmaster | July 1 |  |
| 31 | Update club officers & directors for FY 2024 on club website, district, RI | Webmaster | July 1 |  |
| 32 | Update committee chairs & committee members on ClubRunner for new FY | President, Directors, Committee chairs | July 1, but committee membership may change throughout the year, thus requiring updates |  |