

60 Days Prior to Your Presidential Year



- _____ Review the President's manual
- _____ Attend your club's board meetings
- _____ At each club meeting, sit next to your president
- _____ Take over a portion of each meeting (Welcome, Pledge, etc)
- _____ Identify committee chairs
- _____ Make a calendar of Rotary's important dates and deadlines
- _____ Develop a weekly agenda
- _____ Identify a time each week for meeting preparation
- _____ Work with Treasurer to build a proposed budget
- _____ Select and order your speaker gifts
- _____ Meet with each member privately or in a team for coffee to establish strong relationships and to find their vision for the club
- _____ Create an account on myrotary.org and explore the Rotary5470.org website
- _____ Meet with one on one with your AG and invite them to a meeting
- _____ Hold a goal-setting meeting with your Board using the Club Planning Guide
- _____ Upload your goals to Club Runner
- _____ Consider updating your club's Three Year Strategic Plan
- _____ Attend District Assembly and the District Conference

The First 60 Days of Your Presidential Year

- _____ Prepare for your DG visit.....it's a BIG DEAL
- _____ As early as possible, hold a goal-setting meeting to share the goals with your club
- _____ Print your goals on the back of your weekly agenda
- _____ Meet with committee chairs to set goals and review budgets
- _____ Ensure that your Secretary and Treasurer have viewed the training webinar (and passed the final quiz) for their position
- _____ At your weekly meeting, greet each person as they enter the room
- _____ Conduct a club satisfaction survey