



District 5470

The BIG Six

President's Check List of Responsibilities

- **Set Goals for Your Club**
 - Project goals
 - Membership goals
 - Foundation giving goals
 - Send goals to District via Club Runner (rotary5470.org)
- **Run Effective Club Meetings**
 - Set an agenda and follow it
 - Start on time, end on time
 - Set the tone of the meeting
 - Keep the meeting moving
 - Respect the Speaker's time
 - Allow Chairmen to make announcements
- **Board of Directors Meetings**
 - Usually held monthly (sometimes quarterly)
 - Set an agenda and follow it
 - Chairman reports
 - Policy discussions/decisions
 - Finances
 - Requests considered
- **Support Your Committee Chairs**
 - Identify strong leaders and let them lead
 - Communicate with them at least quarterly
- **Communication with Your Club**
 - Weekly meeting reminder
 - Updates of any kind
 - Project updates, reminders or needs
 - Facebook or Website
- **Communication with the District**
 - Reports (membership, foundation, etc.)
 - Dues
 - Conferences and Assembly
 - Rotary Club Central
 - President's gatherings