

President Elect Checklist – 2023-24

Jan - April 2023

- Register for and attend **January President-Elect training** (zoom, 6:30pm) recording avail.
- Take “**Club President Basics**” e-learning course in the Rotary Learning Center
- Appoint committee chairs and other club positions
- Encourage committee chairs to visit the Learning and Reference page at myrotary.org for resources
- Ensure someone from your club attends a **District Grant Management Seminar** to qualify for 2023-24 District grants
- Register for and attend March 22, 23, 24 **NCPETS President-Elect training** (zoom) or do make-up
- Attend **District Conference** – April 29th in Brainerd

- Enter incoming club officers and committee chairs into ClubRunner (should automatically sync and update My Rotary)
- Take “**Club President Intermediate**” e-learning course in the Rotary Learning Center
- Consider conducting a **strategic planning/visioning** session to update current club strategic plan or develop a plan if one does not exist
- Ensure all club officers and Board members have accounts on **My Rotary** and can access their accounts to update goals, membership and club data
- Develop and enter **2023/24 Rotary year goals in Rotary Club Central**

May 2023

- Attend **May 16th Club Zoom** President-Elect training (either 4pm or 7pm session)
- With club treasurer and President, **develop club budget** for upcoming Rotary year

- Arrange joint meeting with incoming and outgoing board to help new board members understand expectations, roles
- Meet with current club president and Board to ensure smooth transition

- Review status of any current grants and ensure progress/final reports have been submitted
- Consider RSVP'ing for **District Governor Installation** June 8 (BCHS addition, DLCC)

June 2023

- Attend District Governor installation? (June 8th BCHS, DL Childrens Museum will be open) 😊
- Ensure **club budget is reviewed/approved** by board or club
- Work with club secretary/treasurer to ensure your **club's membership is up to date** on My Rotary before June 30th so July invoice is correct
- Determine schedule for **board meetings** for upcoming Rotary year (monthly?)

- Meet with your AG** to gain understanding of how they can be a huge asset to you & your club
- Consider registering for **2024 RI Convention, Singapore**
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