

**CLUB ADMIN AND DISTRICT TRAINING SUPPORT**

Presidents Elect

Recommendations & Check List

What Should You Be Doing Now?

* Attend club board meetings, if not already doing so.
* Review your club’s Constitution and Bylaws, capture any changes you think are needed.
* Finalize your board and committee chair positions, including club learning facilitator.
* Set club goals using Presidential Citation, District Goals, and info from Accelerate Rotary (D5710).
* Review previous year’s Goals/Outcomes on Club Central. Set 2024/2025 Goals and enter on Rotary Club Central.
	+ Set the RI Foundation Goal for the year working with Foundation Chair.
	+ Set Membership Goals working with Membership Chair.
	+ Set Polio Plus Goal working with Foundation and Polio Chairs.

**March/April­­–Prepare For Your Year**

* Attend PETS March 21-23 in Salina, KS (Hilton Garden Inn)
* Enter All Goals on Rotary Club Central!!

**May–Club Administration—Get Ready For Your Year**

* Start work on club’s budget for the year.
* Work with board to update Constitution and Bylaws, if necessary.
	+ Constitution provides guidelines for operation of Rotary Club, club cannot change, required for chartering.
	+ Bylaws guide operation of the club, can be tailored by club to meet its needs, must be in harmony with RI.
	+ Templates for Constitution and Bylaws can be downloaded from RI website.
* Hold joint meeting/retreat of current and incoming boards.

**June—Pull Everything Together**

* Finalize club budget.
* Review insurance coverage of club for upcoming year.
* Update membership roster for July Rotary and District Dues Invoices.
* Work on updating Constitution and Bylaws, as needed.
* Attend/Follow Rotary International Convention

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| **July** | **Transition Month** |
|  | * **Pay District Dues Invoice to District Treasurer D5710/D5680 Bills in September**
* **Pay Rotary International Dues Invoice**
* Promote and recruit members for TEAM Training (17 August) for D5710/D5680 does not do this
* Schedule DG official visit—DG is the only program on that date.
* District Grant Deadline July 31 D5680
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| **August** | **Membership and Extension Month** |
|  | * Promote and Attend TEAM Training for D5710/D5680 does not do this
* District Grant Deadline D5710
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| **September** | **Basic Education and Literacy Month** |
|  | * Deadline to Pay District Dues Invoice
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| **October** | **Economic and Community Development Month** |
|  | * District Conference 24 October/4:00 pm to 26 October/1200 pm—the Riverfront Community Center—Leavenworth, KS D5710
* World Polio Day – Oct. 24
* Conduct Polio Fundraising event recognizing World Polio Day
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| **November** | **Rotary Foundation Month** |
|  | * Conduct annual election of club officers.
* District Conference (T) Colby, KS D5680
* **Submit IRS Form 990 (and possibly form 990-T) to U.S. Internal Revenue Service,** deadline is November 15; Contact IRS for report forms, filing limits, and other requirements. Contact club accountant for advice, as appropriate.
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| **December** | **Disease Prevention and Treatment Month** |
|  | * Assure membership roster is updated for accuracy of Semi-Annual Dues Invoice from RI.
* Report all board members and their contact information for upcoming year on ClubRunner.
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| **January** | **Vocational Service Month** |
|  | * **Pay Rotary International Dues Invoice**
* Evaluate progress in achieving Presidential Citation, Every Rotarian Every Year Commitment.
* Assist incoming president in developing goals and appointing committee chairs.
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| **February** | **Peacebuilding and Conflict Prevention Month** |
|  | * Work with incoming president and board to prepare them for the upcoming Rotary year.
* Work with incoming president to assure they are registered and prepared for PETS.
* Encourage President-elect Nominee to attend PETS.
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| March | Water, Sanitation, and Hygiene Month |
|  | * Promote Gathering for Good – Foundation Event, May 6—Lawrence, KS (Foundation Event for D5710/D5680 does this event at the District Conference)
* Ensure attendance of President-Elect at PETS, March 30-31 – April 1
* Recruit student(s) to attend RYLA in June and make application by announced date.
* **Pay District Dues Invoice to District Treasurer D5680**
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| **April** | **Maternal and Child Health Month** |
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| **May** | **Youth Service Month** |
|  | * Hold joint meeting/retreat of current and incoming boards.
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| **June** | Rotary Fellowships Month |
|  | * Hold Annual Meeting/Changing of the Guard Ceremony.
* Update membership roster for RI and District Dues Invoices.
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| Weekly | * Preside over weekly club meetings.
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| Monthly | * Plan and conduct monthly board meetings.
* Review the District Newsletter and make club aware of the newsletter.
* **Submit news for newsletter.**
* Update Club Information with District for Facebook Page.
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| Quarterly | * **Hold Club Assembly.**
* Review Goals on Club Central, record outcomes.
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| Annually | * District Governor Visit, no other speaker that day.
* **Hold club Election in November for upcoming Rotary year.**
* Submit information on President and Secretary-elects by December 31.
* Review Club Constitution, update as needed, using RI template (www.rotary.org).
* Appoint a club trainer.
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| Ongoing | * Stay aware of deadlines, requirements of Rotary International and District
* **Meet the reporting deadlines.**
* Hold membership drive/special events to recruit members.
* Hold new member orientations, as necessary.
* Ensure the AG receives each copy of the club’s bulletin.
* **Work with Membership Chair to increase membership.**
* **Work with Foundation Chair to promote “Every Rotarian Every Year”.**
* **Work with Polio Chair to assure that Polio Plus Goal is met.**
* Monitor results of Foundation giving via RI websites you have access to.
* Promote District Website and encourage member access.
* Look for ways to increase club member knowledge of Rotary.
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To register for PETS go to: [www.heartlandpets.org](http://www.heartlandpets.org) or access through district website.

Review the district website ([www.rotary5710.org](http://www.rotary5710.org)) and ([www.rotary5680.org](http://www.rotary5680.org/)) to become acquainted with the wealth of information it contains.

**The District no longer issues a hard-copy Directory, all information will be posted on the district website.**