

**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 |
| **August** | **Membership and Extension Month** |
|  | * Promote and Attend TEAM Training for D5710/D5680 does not do this * District Grant Deadline D5710 |
| **September** | **Basic Education and Literacy Month** |
|  | * Deadline to Pay District Dues Invoice |
| **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 |
| **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. |
| **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. |
| **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. |
| **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. |
| 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** |
| **April** | **Maternal and Child Health Month** |
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| **May** | **Youth Service Month** |
|  | * Hold joint meeting/retreat of current and incoming boards. |
| **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. |
| 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. | |
| Quarterly | * **Hold Club Assembly.** * Review Goals on Club Central, record outcomes. | |
| 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. | |
| 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. | |

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.**