



Club President's Checklist (Condensed)

Every Month

- Plan and conduct monthly board meeting
- Verify monthly membership and attendance reporting with Club Secretary
- Promote District Conference, Bi-District Foundation Banquet, District Assembly, RI Convention, joint Club meetings
- Log on to Member Access at rotary.org and download TRF contribution and recognition reports
- Promote the Club as planned by Public Relations chair

July—No special designation

- 1 July—Start of new Rotary officers' year of service
- Assure that Club's semiannual dues to RI are paid (invoice is now received electronically)
- Assure that Club's annual District assessment is paid
- Initiate membership development programs for the year
- Conduct a club assembly to discuss and adopt the year's planning. Affirm goals set for Club's participation in TRF programs

August—Membership and Extension Month

- Conduct Club activities to support membership development and extension efforts
- Attend Foundation and Membership Seminar

September—Basic Education and Literacy Month

- Conduct Club activities to support basic education and literacy initiatives
- Submit a club project in need of funding for a Rotary Foundation Matching Grant
- Monitor membership goals on Rotary Club Central
- Plan promotion in conjunction with World Polio Day on October 24

October—Economic and Community Development Month

- Conduct Club activities to support economic and community development
- Request Paul Harris Fellow recognition items for presentation at Club ceremony during November, Rotary Foundation Month
- Ask PR chair to promote service projects to local media during upcoming holiday season

November—Rotary Foundation Month

- Consult with Club secretary to update the RI membership database on Rotary Club Central, so that January semiannual report (SAR) will be accurate
- Support your local Interact Club, or help organize one, during World Interact Week, the week including November 5
- November 15 is deadline to submit IRS Form 990 for the Club
- Recognize your Club's Paul Harris Fellows, Paul Harris Society members, Benefactors, Bequest Society members and Major Donors during Rotary Foundation Month

December—Disease Prevention and Treatment Month

- Plan to send a club representative to the RI Convention as a delegate
- Make sure database is updated before December 31 for semiannual dues invoice from RI
- Assess the progress of Club projects and provide reports to members
- Hold annual Club election

- Report newly elected Club officers to RI and to District Governor-Elect
- Encourage members to make year-end donations to TRF

January—Vocational Service Month

- Conduct vocation-related activities and programs
- Verify that semiannual RI dues have been paid
- Monitor membership goals on Rotary Club Central
- Conduct semiannual checkup on all committee activities and objectives
- Plan and conduct a Club assembly to review the year's progress
- Assist President-elect in developing next year's goals prior to PETS

February—Peace and Conflict Prevention/Resolution Month

- Conduct Club activities to promote world peace and conflict prevention/resolution
- Celebrate February 23, Rotary's anniversary, and World Understanding and Peace Day. Emphasize Rotary's commitment to international understanding, friendship and peace
- Promote Benefactor program as a way to build a brighter future for TRF's programs

March—Water and Sanitation Month

- Conduct Club activities related to clean water and sanitation
- World Rotaract Week includes March 13—support your local Rotaract Club or help organize one
- March 31 is deadline to submit completed Presidential Citation questionnaire to District Governor

April—Maternal and Child Health Month

- Conduct Club activities promoting maternal and child health
- Conduct a program on The Rotarian magazine
- Attend District Conference

May—Youth Service Month

- Highlight and promote youth-related activities and programs and celebrate Club success in Interact, Rotaract, RYLA and Youth Exchange programs
- Attend District Assembly
- Attend Rotary International Convention

June—Rotary Fellowships Month

- Arrange for joint meeting of incoming and outgoing boards to ensure continuity
- Remind members to submit final Rotary year contributions to TRF
- Promote Club members' participation in Rotary Fellowships that coincide with their personal interests
- Work with Club Treasurer to submit year-end financial statements to Club membership
- Inform members regarding status of Club goals
- Confer with President-elect to ensure smooth transition
- Plan dignified installation ceremony
- Congratulate yourself on a job well done!