

## Preparations Prior to July 1, 2022

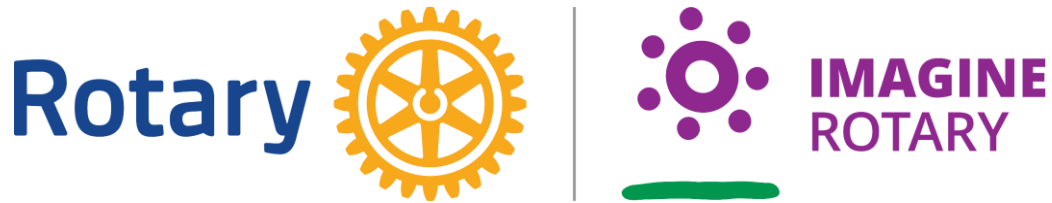
On July 1, you will become President of your Rotary Club. Most of what you will accomplish needs to be set in motion weeks and months before with your fellow officers, the board of directors, and other committee chairpersons. Your months as President-Elect are extremely important and need to be used wisely. Your preparations during this time can strongly influence what you are able to accomplish once you are in office and will go a long way in establishing how your term is evaluated by club members.

Using the elements of a Vibrant Club as a guide, you should follow these steps:

- 1) Assess the health of your club-membership and financial situation.
- 2) Analyze and discuss with others the service objectives of your club.
- 3) Identify ways that the District Leadership Team can support your club's efforts in fundraising, service projects, and membership development.
- 4) Identify ways the District Leadership team can support your club's efforts in fundraising, service projects, public image improvement and membership attraction.
- 5) Identify ways to support The Rotary Foundation to generate DDF (District Designated Funds) for future projects in your community or in support of international projects your club supports

This basic and systematic review of the club's condition will lay the groundwork for setting goals and selecting committee chairpersons with whom you will work during your year as President. The following actions items should be taken care of as soon after you return from LSPETS as possible.

- 1) Appoint or renew Committee Chairs.
- 2) Encourage officers and Chairs to attend the District Training Assembly training April 6, 2019.
- 3) Conduct a Club Health Assessment and a Club Service Inventory to measure the community involvement of your club.
- 4) Complete your Club Officers and Goals and put them into Rotary Club Central/My Rotary by June 15<sup>th</sup>.
- 5) Supervise the preparation of the Club budget and calendar for upcoming year.
- 6) Establish a committee to develop or update your Club's Strategic Plan.
- 7) Review your Club Constitution and By-laws and share with your new board.
- 8) Review current and new projects and fund raisers and how they will impact the year.
- 9) Identify how you can increase the perception of Rotary in your community and increase the value of membership for current and prospective members.



## Step to implement after July 1, 2022

1. Execute your membership attraction plan to bring qualified new members to your club and participate in the District Membership Incentive Program.
2. Review and adopt plans and objectives for the year to incorporate the TI theme “Serve to Change Lives” into projects and programming.
3. Ensure that each committee has a definite objectives that fits into the Club’s Strategic Plan.
4. Hold the first club assembly in July to discuss your Club’s goals, agenda and calendar of events. Hold Club Assemblies every quarter.
5. **Prepare and submit requested materials to the District Governor for her to review before he comes on his official visit.**
6. Initiate communications with Area clubs regarding opportunity for collaboration on projects or fund raising events. Respond promptly to all inquiries from other clubs.
7. Preside at all meetings with a definitive plan for informing members and insuring quality programs and meetings.
8. Plan carefully and intentionally for each monthly board meetings with specific agenda.
9. Review carefully and share in a timely fashion with your Club all information communicated from District 5830 and Rotary International.
10. **Identify, nominate, and select a President Elect by December 15, 2022. Promote their attendance at LoneStar PETS.**
11. Initiate communication with local media regarding issues and information on Rotary International, Polio Plus, The Rotary Foundation, District 5830 and your Club.
12. **Encourage attendance by officers and members at all District meetings- District Assembly, Governor Installation, District Conference and Foundation Banquet.**
13. Conduct a semi-annual review of club activities and goals in January.
14. **Promote attendance at the RI Convention in Houston Tx June 4 – June 8, 2022**
15. Submit a comprehensive report to the club in June on the status of the club and its accomplishments.
16. Work with the President Elect to identify and elect the President Nominee.
17. Communicate regularly with your successor to promote continuity and smooth transition.
18. Arrange for joint Board meeting with existing and new board members to insure continuity and smooth transition.