

PRESIDENT ELECT CHECK LIST

Be a Team Player

Identify your Board Members

- President Elect * _____
- Secretary * _____
- Treasurer * _____
- Sergeant at Arms (not a board member) * _____

Identify your Committee Chairs

- Club Administration * _____
- Membership * _____
- Public Image * _____
- Rotary Foundation * _____
- Service Projects * _____
- International Service * _____
- Youth Services (RYLA, Youth Exchange, Interact, 4 Way Speech Contest, Rotaract) * _____

Meet one-on-one with each board member & committee chair to set goals & set expectations.
ACTION ITEM: Enter board and committee chairs into ClubRunner by PETS (2/26/26)

Date completed: _____

Date completed: _____

Plan Ahead – What are your goals?

How many members are in your club? * _____
What does that number look like at the end of your year? * _____

How many members in your club will participate in club service? * _____

How much money will your club donate to the Rotary Foundation Annual Fund? * _____

How much money will your club donate to Polio Plus? * _____

What core projects do you want to do this year? * _____

What organizations does your club support? * _____

ACTION ITEM: Take the “Club Health Check” available on myrotary.
Date completed: _____

ACTION ITEM: Enter these and other goals into Rotary Club Central by June 30, 2026
Date completed: _____

Show Me the Money – Financial Health of Your Club

What is your budget? * _____

How do you raise funds for your club? * _____

What project do you plan to spend your grant money on this year? * _____

ACTION ITEM: Complete budget and obtain board approval at least 60 days before July 1, 2026. (By May 31, 2026)

Date completed: _____

Water Your Plants – Member Engagement

How do you engage new members? * _____

In what ways do you onboard new members? (installation/induction ceremony, new member packet, orientation, vocation talk)

* _____

ACTION ITEM: Survey your club members using the “Member Satisfaction Survey” template on myrotary.

Date completed: _____

Yak, Yak, Yak – Storytelling

Have you identified a Club Public Image Chair? * _____

Is your club using the Rotary branded images? * _____

Do you have your Rotary story/elevator speech prepared? * _____

Do you wear a Rotary pin every day? * _____

ACTION ITEM: Identify three different Rotary Opportunities outside of your club that you can share with your members.

* _____

* _____

* _____