# Timeline for Club Presidents 2020 – 2021

This document is provided as a guide to assist you with preparing both for and during your year as President. It is designed to help you plan and monitor club activities on a monthly basis. It also serves as a monthly reminder of activities and deadlines that apply to all Rotary clubs.

<table>
<thead>
<tr>
<th>As President-Elect:</th>
<th></th>
</tr>
</thead>
</table>

### January 2020
**Vocational Service Month**
- Begin developing goals and appointing committee chairs.
- Register and attend Pre-PETS and register for Great Lakes Rotary PETS (GLRPRTS)
- Consider Committee structure and potential Committee Chairs.
- Enter club officers into the RI database – My Rotary [Sign-in > Manage > Club Administration] or via ClubRunner if integrated with RI. (Usually responsibility of Club Secretary.)
- Begin preparing for next year’s budget and review the status of continuing club projects.

### February 2020
**Peace and Conflict Prevention/Resolution Month**
- Ensure your incoming club officers have been entered into RI database – My Rotary [Sign-in > Manage > Club Administration] or via ClubRunner by February 1st (Usually responsibility of Club Secretary).
- Register for PETS
  - *NOTE: As per Rotary International rules, attendance is mandatory. If you cannot attend the 7010 training for reasons beyond your control, alternative arrangements for training must be made through consultation with the District Governor.*
- Have your committee chairs visit the Learning and Reference page at Rotary.org for resources.
- Review the Presidential Citation Brochure with your club leadership team so that they can formulate their goals and actions plans.
- Meet with your in-coming Board to discuss your club’s goals and service activities for new year. Use the Rotary Club Central (RCC) Planning Worksheet to assist you with preparing the goals. If you are unable to complete your goals on RCC turn your worksheet into Kathy Hegedus.

### March 2020
**Water and Sanitation Month**
- Before you attend PETS download the EVENTSXD app
- Prepare for PETS by reviewing information found in the Leadership Development Link (click on Presidents Elect resources)
- Work with the current club president to ensure continuity.
- Confirm Committee Chairs (and/or Co-Chairs) for new Rotary Year.

### April 2020
**Maternal and Child Health Month**
- Finalize the club budget for the coming year
- Slot your members into the various club committees per your club’s procedures; make sure all your members are engaged; complete by June 30th for a smooth transition into your year.
- Confirm the scheduled date for the District Governor official club visit.
- Advise the AG of significant club dates/celebrations/events so that the AG and/or District Governor can be aware in case your club would like to invite him/her to attend.
- Meet with your in-coming Board.
- Start to plan the presidential changeover (as per club procedure).
- Promote the District Conference – in Petoskey

<table>
<thead>
<tr>
<th>As President-Elect:</th>
<th></th>
</tr>
</thead>
</table>

### May 2020
**Youth Service Month**
- Discuss with your Board what you expect of them throughout the year – set parameters.
- Introduce the Year’s Theme. Order theme banners Discuss working as a team.
- Communication is important – keep it open. Your first meeting is vital – it will set the tone for your year.
## Timeline for Club Presidents 2020 – 2021

### February 3 2019

- Enter any outstanding Club’s Goals and Service Activities into [Rotary Club Central](https://www.rotary.org) not completed during PETS – due May 15th.
- Confer with the club secretary and incoming club secretary to update the membership database via ClubRunner before June 1, so that the July invoice from Rotary International will be up to date and accurate.
- Arrange for a visit from your Assistant Governor with the purpose of introducing you as new club President and the [RI Presidential Theme and Citation](https) – and theme banner.
- Attend the District Conference

### June 20

**Rotary Fellowships Month**

- Meet with your Board and confirm Board members’ duties. Discuss Club and committee goals and committee membership.
- Confer with the outgoing president to ensure a smooth transition.
- Attend the [RI Convention](https://www.rotary.org) - in Hawaii June 6-10, 2020.
- Ask the PR chair to promote new club officers to local media contacts.
- Attend the District 6290 Officer’s Exchange in Cadillac.
- Changeover Meeting/Event: End of June or beginning of July (as per Club protocol).
- Report your Interact Club Advisor using this link: [INTERACT](https://www.rotary.org)

### As Club President:

#### July 2020

- Ensure membership list is up to date and accurate (responsibility of Secretary) by July 1st at the very latest.
- Ensure RI Invoice is processed (Responsibility of Treasurer).
- Schedule regular Club Assemblies (normally 2-4 per Rotary Year).
- Confirm Club budget (as per Club procedure).
- Include District Governor and Assistant Governor on your Club Bulletin recipient list.
- Review and update Club Constitution and by-laws as required.
- Discuss [2020-2021 Presidential Citation](https). Assign a Board member (ideally President-Elect) to monitor achievement in-year and provide progress at monthly board meetings.
- Prepare for District Governor visit (per guidelines). District Governor will meet with Board (prior to or following club meeting depending on timing) and address the Club. Arrange any hotel accommodation and meeting requirements and communicate with Kathy at the District Office 616-935-9559 kathyh@ridistrict6290.org
- Prepare for visits from Assistant Governor (AG will make one formal visit to the Club and attend a Board meeting). All other visits will be informal. Send invitations to the AG throughout the year for special events or celebrations or hands-on projects.
- Review [Rotary Club Central](https) and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up to date.
- Lead by example and encourage every Rotarian to make a personal contribution to The Rotary Foundation or enroll in Rotary Direct at the first meeting of the new year.
- If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.

### As Club President:

#### August 2020

**Membership and New Club**

- Promote the 2020 [District Conference in Cadillac](https)
- Encourage membership growth and retention (on-going).
- Review [Rotary Club Central](https) and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.
### Timeline for Club Presidents 2020 – 2021

<table>
<thead>
<tr>
<th>Development Month</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Ask the PR Chair to promote club as planned</td>
<td>☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September 2020 Basic Education and Literacy Month</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Encourage members to register for the RI Convention – in Taipei, Taiwan June 12-16, 2021 (Registration costs usually increase in December).</td>
<td>☐ Review <em>Rotary Club Central</em> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.</td>
<td>☐ Begin recruitment process for Long Term Outbound Youth Exchange students (if applicable).</td>
</tr>
<tr>
<td>☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October 2020 Economic and Community Development Month</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Review <em>Rotary Club Central</em> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.</td>
<td>☐ Applications for Marching Grants due October 15</td>
<td>☐ Attend District Training October date TBD in Cadillac, Michigan</td>
</tr>
<tr>
<td>☐ Promote the District Conference in Cadillac</td>
<td>☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 2020 Rotary Foundation Month</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Review <em>Rotary Club Central</em> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.</td>
<td>☐ Schedule a Club Meeting Educational Program on Rotary Foundation.</td>
<td>☐ Encourage members to register for the <em>RI Convention</em> – in Taipei, Taiwan June 12-16, 2021.</td>
</tr>
<tr>
<td>☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December 2020 Disease Prevention and Treatment Month</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Conduct Club Elections for incoming Board for new Rotary Year.</td>
<td>☐ Ensure your Club’s membership data is up to date in the RI database – <em>My Rotary</em> [Sign-in &gt; Manage &gt; Club Administration] or via <em>ClubRunner</em> if integrated with RI – before January 1st, in preparation for January RI invoice #1. (Usually done by Club Secretary.) Please note: you will be charged for all members listed so accurate reporting is critical.</td>
<td>☐ Review <em>Rotary Club Central</em> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.</td>
</tr>
<tr>
<td>☐ Consider planning a meeting/social to include the Family of Rotary</td>
<td>☐ Encourage members to register for the <em>RI Convention</em> Taipei, Taiwan June 12 -16 2021</td>
<td>☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.</td>
</tr>
<tr>
<td>☐ Confirm with your incoming president elect that they will be attending Pre-PETS training seminars</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>As Club President:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Ensure membership list is up to date and accurate (responsibility of Secretary) by January 1st at the very latest.</td>
<td>☐ Ensure RI Invoice #1 is processed (Responsibility of Treasurer).</td>
<td>☐ Review progress of club goals/<em>Presidential Citation</em>/ and discuss with Assistant Governor.</td>
</tr>
<tr>
<td>☐ Review <em>Rotary Club Central</em> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.</td>
<td>☐ Encourage members to register for the <em>RI Convention</em> – in Taipei, Taiwan June 12 -16 2021</td>
<td>☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.</td>
</tr>
</tbody>
</table>
# Timeline for Club Presidents 2020 – 2021

## February 2021
### Peace and Conflict Prevention / Resolution Month
- ☐ Discuss progress for [Presidential Citation](#) (confirmation for achievement due to AG’s by June 15th to forward to DG in time for June 30th RI deadline)
- ☐ Review [Rotary Club Central](#) and ClubRunner on a regular basis with your Secretary to ensure all data is recorded and up-dated to ensure it is kept current.
- ☐ Consider scheduling date for presidential changeover, especially if you are planning on inviting the DG, AG, or other guests, as schedules get very busy.
- ☐ Start looking for students to send to the 2021 Life Leadership Conference
- ☐ Support President Elect and in-coming board with planning process and goal setting.
- ☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.

## March 2021
### Water and Sanitation Month
- ☐ Review [Rotary Club Central](#) and ClubRunner on a regular basis with your Secretary to ensure all data is recorded and up-dated to ensure it is kept current.
- ☐ Confirm with your PE and PN that they will be attending PETS in Kalamazoo March 18-20, 2021
- ☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
- ☐ Promote District Conference 2021 – TBD

## April 2021
### Maternal and Child Health Month
- ☐ Review progress of Club goals and discuss with Assistant Governor.
- ☐ Review [Rotary Club Central](#) and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.
- ☐ Support President Elect and new board with planning process and goal setting.
- ☐ Begin preparation for presidential changeover (as per club procedure).
- ☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
- ☐ Continue promoting District Conference 2021 – TBD

## As Club President:
### May 2021
### Youth Service Month
- ☐ If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
- ☐ Review [Rotary Club Central](#) and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.
- ☐ Prepare for Change-Over Meeting with in-coming President. Year-end concluding remarks and acknowledgement of Board, Chairs, Members (especially those Directors and Chairs not continuing in the current roles).

### June 2021
### Rotary Fellowships Month
- ☐ Check the district website for details for the District 6290 Officers Exchange
- ☐ Host a joint meeting with the up-coming Board and help prepare new Board members to new positions. Educate them on the “how to” and the importance of reporting to RI and District via Rotary Club Central and ClubRunner.
- ☐ Ensure your Club’s membership data is up in the RI database — [My Rotary](#) [Sign-in > Manage > Club Administration] or via [ClubRunner](#) if integrated with RI – before July 1st, in
<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation for July RI invoice #2.</td>
<td><em>(Usually done by Club Secretary.)</em> Please note: you will be charged for all members listed so accurate reporting is critical.</td>
</tr>
<tr>
<td>Review Rotary Club Central and ClubRunner on a regular basis with</td>
<td>Your Secretary and make sure all data is recorded and up-dated to ensure it is kept current.</td>
</tr>
<tr>
<td>Changeover Meeting/Event: End of June or beginning of July (as per</td>
<td>Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up-dated to</td>
</tr>
<tr>
<td>If your Club has opted to maintain membership attendance, please</td>
<td>ensure it is kept current.</td>
</tr>
<tr>
<td>Ensure the data is input into ClubRunner monthly.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**