



Timeline for Club Presidents 2021 – 2022

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.

As President-Elect:

- January 2021**
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 2021**
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 2021**
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 2021**
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 Traverse City

As President-Elect:

- May 2021**
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.

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	<ul style="list-style-type: none"> <input type="checkbox"/> Enter any outstanding Club's Goals and Service Activities into Rotary Club Central not completed during PETS – Due June 8th, 2021 <input type="checkbox"/> 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 <input type="checkbox"/> 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 – and theme banner. <input type="checkbox"/> Attend the District Conference if not already held
June 2021 <i>Rotary Fellowships Month</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with your Board and confirm Board members' duties. Discuss Club and committee goals and committee membership. <input type="checkbox"/> Confer with the outgoing president to ensure a smooth transition <input type="checkbox"/> Attend the RI Convention - Virtual June 12-16 <input type="checkbox"/> Ask the PR chair to promote new club officers to local media contacts <input type="checkbox"/> Attend the District 6290 Officer's Exchange in Cadillac <input type="checkbox"/> Changeover Meeting/Event: End of June or beginning of July (as per Club protocol). <input type="checkbox"/> Report your Interact Club Advisors. Call Kathy to find out how.
As Club President:	
July 2021	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure membership list is up to date and accurate (responsibility of Secretary) by July 1st at the very latest. <input type="checkbox"/> <u>Ensure RI Invoice is processed (Responsibility of Treasurer).</u> <input type="checkbox"/> Schedule regular Club Assemblies (normally 2-4 per Rotary Year). <input type="checkbox"/> Confirm Club budget (as per Club procedure). <input type="checkbox"/> Include District Governor and Assistant Governor on your Club Bulletin recipient list. <input type="checkbox"/> Review and update Club Constitution and by-laws as required. <input type="checkbox"/> Discuss 2021-2022 Presidential Citation. Assign a Board member (ideally President-Elect) to monitor achievement in-year and provide progress at monthly board meetings. <input type="checkbox"/> 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 <input type="checkbox"/> 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. <input type="checkbox"/> Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up to date. <input type="checkbox"/> 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. <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
	<ul style="list-style-type: none"> <input type="checkbox"/> If your club is applying for a Matching Grants, applications are due to District July 1 to October 15th. Review Matching Grants "At-A-Glance"
As Club President:	
August 2021 <i>Membership and New Club</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Promote the 2022 District Conference in Traverse City <input type="checkbox"/> Encourage membership growth and retention (on-going). <input type="checkbox"/> 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.

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<i>Development Month</i>	<input type="checkbox"/> Ask the PR Chair to promote club as planned <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
September 2021 <i>Basic Education and Literacy Month</i>	<input type="checkbox"/> Encourage members to register for the RI Convention – in Houston, Texas June 4-8 2022 (Registration costs usually increase in December) . <input type="checkbox"/> 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. <input type="checkbox"/> Begin recruitment process for Long Term Outbound Youth Exchange students (if applicable). <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
October 2021 <i>Economic and Community Development Month</i>	<input type="checkbox"/> 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. <input type="checkbox"/> Applications for Marching Grants due October 15 <input type="checkbox"/> Attend District Training October date TBD in Cadillac, Michigan <input type="checkbox"/> Promote the District Conference in Traverse City <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
November 2021 <i>Rotary Foundation Month</i>	<input type="checkbox"/> 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. <input type="checkbox"/> Schedule a Club Meeting Educational Program on Rotary Foundation. <input type="checkbox"/> Encourage members to register for the RI Convention – in Houston, Texas June 4 - 8 2022. <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
December 2021 <i>Disease Prevention and Treatment Month</i>	<input type="checkbox"/> Conduct Club Elections for incoming Board for new Rotary Year. <input type="checkbox"/> Ensure your Club’s membership data is up to date in the RI database – My Rotary [Sign-in > Manage > Club Administration] or via ClubRunner if integrated with RI – before January 1 st , in preparation for January RI invoice #1. (Usually done by Club Secretary.) <i>Please note: you will be charged for all members listed so accurate reporting is critical.</i> <input type="checkbox"/> 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. <input type="checkbox"/> Consider planning a meeting/social to include the Family of Rotary <input type="checkbox"/> Encourage members to register for the RI Convention Houston, Texas June 4 - 8, 2022 <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly. <input type="checkbox"/> Confirm with your incoming president elect that they will be attending Pre-PETS training seminars
As Club President:	
January 2022 <i>Vocational Service Month</i>	<input type="checkbox"/> Ensure membership list is up to date and accurate (responsibility of Secretary) by January 1st at the very latest. <input type="checkbox"/> Ensure RI Invoice #1 is processed (Responsibility of Treasurer). <input type="checkbox"/> Review progress of club goals/ Presidential Citation / and discuss with Assistant Governor. <input type="checkbox"/> 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. <input type="checkbox"/> Encourage members to register for the RI Convention – In Houston, Texas June 4 - 8, 2022 <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.

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February 2022 <i>Peace and Conflict Prevention / Resolution Month</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Discuss progress for Presidential Citation (confirmation for achievement due to AG's by June 15 th to forward to DG in time for June 30 th RI deadline) <input type="checkbox"/> 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. <input type="checkbox"/> Consider scheduling date for presidential changeover, especially if you are planning on inviting the DG, AG, or other guests, as schedules get very busy. <input type="checkbox"/> Start looking for students to send to the 2022 Life Leadership Conference <input type="checkbox"/> Support President Elect and in-coming board with planning process and goal setting. <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
March 2022 <i>Water and Sanitation Month</i>	<input type="checkbox"/> <input type="checkbox"/> 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. <input type="checkbox"/> Confirm with your PE and PN that they will be attending PETS in Kalamazoo March 10-12, 2022 <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly. <input type="checkbox"/> Promote District Conference in Traverse City
April 2022 <i>Maternal and Child Health Month</i>	<input type="checkbox"/> Review progress of Club goals and discuss with Assistant Governor. <input type="checkbox"/> 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. <input type="checkbox"/> Support President Elect and new board with planning process and goal setting. <input type="checkbox"/> Begin preparation for presidential changeover (as per club procedure). <input type="checkbox"/> <input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly. <input type="checkbox"/> Continue promoting District Conference 2022 – in Traverse City
As Club President:	
May 2022 <i>Youth Service Month</i>	<input type="checkbox"/> If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly. <input type="checkbox"/> 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. <input type="checkbox"/> 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). <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
June 2022 Rotary Fellowships Month	<input type="checkbox"/> Check the district website for details for the District 6290 Officers Exchange <input type="checkbox"/> 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. <input type="checkbox"/> Ensure your Club’s membership data is up in the RI database – My Rotary [<i>Sign-in > Manage > Club Administration</i>] or via ClubRunner if integrated with RI – before July 1 st , in

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preparation for July RI invoice #2. (Usually done by Club Secretary.) *Please note: you will be charged for all members listed so accurate reporting is critical.*

- 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.
- Changeover Meeting/Event: End of June or beginning of July (as per Club protocol).
- If your Club has opted to maintain membership attendance, please ensure the data is input into ClubRunner monthly.
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NOTES: