



Timeline for Club Presidents 2024-2025

This checklist is designed to help you as your Rotary Club President plan and, thereafter, monitor Club activities monthly. It also serves as a monthly reminder of activities and deadlines.

The purpose of this checklist is to be a starting point for YOUR planning as YOU personalize it to your club. In other words, convert this calendar/checklist into your checklist. Just start here with this calendar and tailor it to make it your own.

Now, don't forget about the sitting 2023 – 2024 club president. It is important that some of your planning activities be coordinated with your current club president. Two examples are requests to meet with your new officers or to hold a club retreat before you take office. During your year as president, you will not want members unduly distracted from tasks they agreed to do for you. Naturally, you will want to extend that same courtesy to your current 2023- 2024 club president. Be your current club president's supporter through the end of June 2024. They'll be an important supporter for you during your year.

Prior to July 2023

Get your goals, plans and team in place

✓ Select your leadership team/ Select committee chairs

- Draw up your list of open positions and suitable members for each position. Remember to create a balance with experience, those who are keen to contribute and first-time leaders in the club. Have a clear understanding of the role and outcomes you want achieved in each position.
- You may have already invited some people to be on your leadership team, to maintain their current positions for the next year with you or have them in position on succession/strategic plans.
- Approach identified members in a timely manner.
- Ensure that those accepting your invitation to serve have key dates (i.e., District Conference)

✓ Set 2024-25 club goals in consultation with your Board and key committee Chairs. For example, set a percentage of retained members as a strategy for growth; along with specific plans to reach out to them (i.e., identifying members at risk and why); Reduce Number of Members Terminated between May 1 and June 30th; set a goal of 100% of members giving to the Rotary Foundation.

Meet with Club Rotary Foundation Chair:

- Discuss and agree on giving goals to be recommended (annual fund, Paul Harris Society, permanent fund in the form of Bequest Society, Polio giving, see the District Goals for Foundation when planning your goals)
- Share Rotary Foundation project ideas with your Board/Club.
- Develop a plan for implementation.

Meet with Club membership Chair:

- Discuss and agree on membership net growth, new members, and retention goals.
- ✓ Lead the Club board in setting and approving the 2024-25 Budget.
- ✓ Provide training for your new club Board---so all board members understand their roles, responsibilities, and obligations.
- ✓ Hold a planning retreat with your 2024-25 Leadership Team, to set goals and action plans for the year. Invite club members to attend.

Consider these opportunities for positive change:

✓ Will your club modify its Bylaws to give it the flexibility granted by the 2022 Rotary Council on Legislation regarding membership, attendance and more? Something to discuss with your new board.

<https://my.rotary.org/en/club-flexibility>

✓ How about surveying your club members? Find out what members love, what turns members off ask questions such as their recommended “3 things to improve the club experience (increase value of club to our customers – club members)”.

Get your systems in place

✓ Assign someone to update the Club website and your club Facebook presence.

✓ Meet with the people who prepare your club bulletin to discuss any improvements you might like to see implemented. For example, some club presidents write a weekly message in the club bulletin. If you are going to do this, start planning your messages.

✓ If your club has a tax-exempt Foundation or a Charity, meet with the elected leadership to make sure you understand their processes and key reporting dates. You and your club are relying on them to manage your club foundation/charity in accordance with state/provincial and national reporting requirements.

Get Inspired

- ✓ The 2024 District Conference, District Training Assembly and Foundation Gala will be held in October 18-20, 2024 at the Delta Hotel in Muskegon.

Key dates for the Club Secretary:

- ✓ Your Club Secretary should have already information RI about Club Officers for the 2024-2025 year!
- ✓ The Club Secretary updates Club Membership o ClubRunner and online with RI before July 1, 2024.

Note: Club Membership as of June 30, 2024, is the basis for the Rotary International (RI) invoice to your club/club treasurer for the ROTARY INTERNATIONAL SEMI-ANNUAL dues on July 1 (SAR). Membership as of December 30 is the basis for RI's second semi-annual dues invoice sent on January 1. District 6290 Dues are payable annually in July based on your club's membership as of June 30. This invoice will be emailed to you.

As Club President

July 2024 – Maternal and Child Health



- Welcome to your year as club president. Don't sweat it, we've got your back!
- Ensure that club membership is accurate before July 1st. – the invoice is available to pay online at Rotary.org
- Prepare for the District Governor visit.
- Lead by example and encourage every Rotarian to make a personal contribution to The Rotary Foundation.
- Your club members will see your club goals & accomplishments on their own *MyRotary*. Your DG and Ag can access your club's goals and understand where your club is heading for the new Rotary year. Make sure you include goals that permit your club to achieve the RI's Presidential Citation.
- Don't forget to update with actual accomplishments throughout your Rotary year.
- Plan and conduct a monthly board meeting – your first official board meeting of the year!
- Ask your Membership committee to initiate it's club 2024-2025 Membership Retention and Recruitment plan.

District Activities: July 1, 2024 Beginning of the New Rotary Year

Key Dates for the Club Secretary and Club Treasurer

- ✓ Ensure that the semi-annual RI and District invoice has been received by the Club Secretary/Club Treasurer. Assure that the Club pays these dues.

As Club President

August 2024 – Membership and New Club Development



- Encourage membership growth and retention. Contact the district membership Chair – Kirk Dornbush for inspiration and guidance.
- Encourage club members to download the ClubRunner app.
- Review Rotary Club Central and ClubRunner on a regular basis with your secretary and make sure all data is recorded and update to ensure it is kept current.
- Continue to post club activities and events on social media.
- Conduct Club activities to support membership engagement & recruitment efforts.
- Log on to **Rotary Club Central** and download TRF contributions and recognition reports. This task can also be assigned to the Club Secretary, treasurer, or Club Foundation Chair.
- Revisit the Club VISION and start execution of plan to implement that vision. If your has not taken part in a Club Visioning Session consider doing so this year. Club Visioning information can be found on the District Website.
- Ask the Club Secretary, Membership Chair, or attendance chair to give you a heads-up about people who missed several meetings in the prior month or those whose attendance/engagement has fallen in general. You can contact them and invite them back to meetings. Work to get them involved in your club's activities.

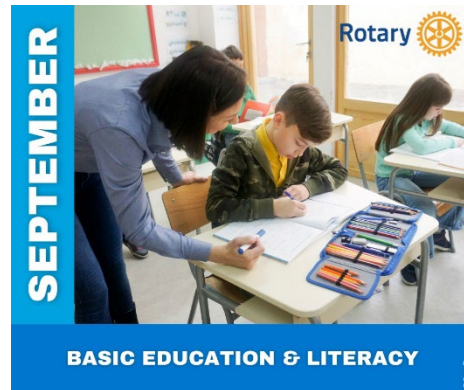
District Activities:

Key Dates for the Club Secretary and Club Treasurer

- ✓ August 31, 2024, final date to pay district dues

As Club President

September 2024- Basic Education and Literacy

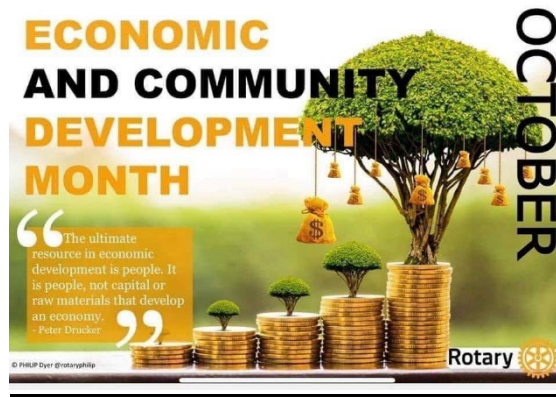


- ✓ Plan and conduct the monthly board meeting. Plan a club meeting on Basic Education and Literacy.
- ✓ How are your Club meetings going? Making sure your programs are interesting will keep your attendance up and members happy! Are they exploring worthwhile business topics? How about a quarterly Club member evaluation of speakers? If members are bringing guests, it is a good sign that your meetings are fun and your Club programs interesting. No guests? Take a hard look at your meetings to see if improvement is needed.
- ✓ How is your member engagement? This may be a time when Club members are ready for new activities – school is back in session and fall is in the air. Do you have a service project or social activity planned?
- ✓ Organize a networking event in which Club members can meet other local professionals and introduce them to Rotary.

District Activities:

As Club President

October 2024- Economic & Community Development

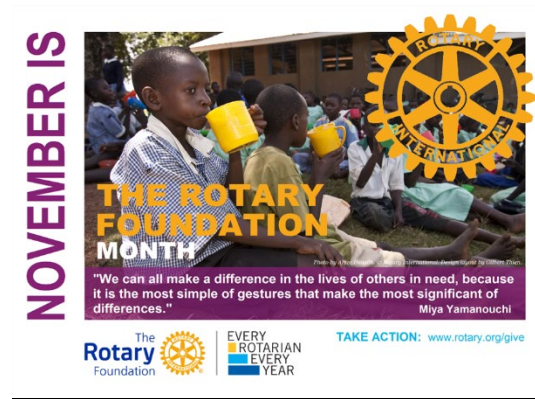


- ✓ Plan and conduct monthly board meeting -your are already into your second quarter. Do you report back to the Club about what happens at the board meetings? Plan a club meeting on Economic and Community Development.
- ✓ Monitor progress in achieving Membership Retention & Recruitment goals.
- ✓ Celebrate World Polio Day (October 24) at your club meeting that same week. For example: Hold a special club program, members wear End Polio New pins all week and club members participate in any District activities. We are encouraging clubs to work together if possible, to hold an event.

District Activities: Attend the District Conference, District Foundation Gala and District Training Assembly October 18-20, 2024 Delta Hotel Muskegon, MI

As Club President

November 2024- The Rotary Foundation Month

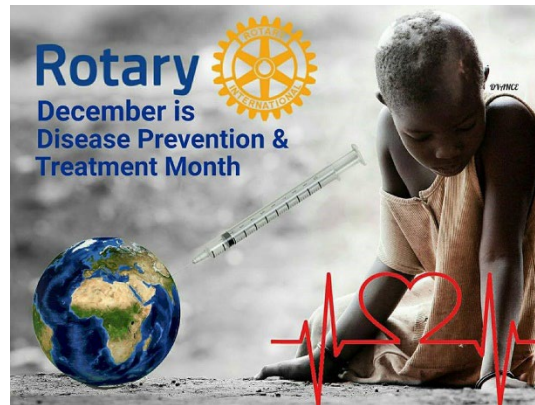


- ✓ Plan and conduct monthly board meeting.
- ✓ Guided by your club bylaws convene a Nominating Committee to select 2025-2026 Club presidents and 2025-2025 board members.
- ✓ Set the stage for Foundation Annual Fund Giving through programs and stories about Foundation-funded projects. Remind club of 100% giving goals for 2024-2025.
- ✓ Recognize and thank the Club's Major Donors, Bequest Society Members, Benefactors, Paul Harris Society members and Paul Harris Fellows with special acknowledgement during the Rotary Foundation month.
- ✓ Schedule a Rotary program about The Rotary Foundation.
- ✓ Ask Rotarians to visit a Rotaract meeting and consider volunteering as a mentor.

District Activities: District Governor will ask for nominations for district governor 2028-2029

As Club President

December 2024- Disease Prevention and Treatment Month



- ✓ Plan and conduct the monthly board meeting. Plan a club meeting on Disease Prevention and Treatment.
- ✓ Plan a family friendly Holiday program/event to include spouses and family of your club members. Strengthening our Family of Rotary is always a priority with special focus during this month. Include Rotaractors? Include Grandchildren?
- ✓ Access the progress of Club projects and provide progress reports *in MyRotary*.
- ✓ Hold the annual Club election in early-mid December (no later than December 31) for the 2025-2026 club president and board members.
- ✓ Schedule periodic meetings in the 2024-2025 Rotary year with the 2025-2026 president elect. This is a great way to assure continuity of leadership as well as continuity of significant club projects.

District Activities: Nominating committee interviews and selects DGND.

Key date for the Club Secretary

- ✓ Secretary to make sure that membership is updated online on your Club's ClubRunner website and confirmed with Rotary International before January 1.
- ✓ Deadline for reporting next year's Club president and secretary to that district and entering the information on the RI website by December 31.

As Club President

January 2025- Vocational Service Month



JANUARY IS VOCATIONAL SERVICE MONTH

-
- ✓ Plan and conduct monthly board meeting.
 - ✓ Re-energize your Club after the holidays! Start off with a great meeting!
 - ✓ Prepare 6-month progress report in meeting 2024-2025 goals. Enter information on Rotary Club Central. Remind all committee chairs to “Share our Success”. Ask them to compile information for recognition of your Club members and their great work! Communicate success to the club.
 - ✓ Plan and conduct Club Assembly to review club: What’s going well? What should be changed? How can we be “even better”?
 - ✓ Conduct vocation-related activities and programs:
 - How can your members share information on their vocations?
 - Create a “yellow pages” so members can do business with each other.
 - Share your creative ideas for promoting Vocational Service with the district office.
 - ✓ Any social events for newer members as well as seasoned spicy members? If not, get scheduled for this year.
 - ✓ Verify with the Club secretary that the January SAR has been received and paid.

District Activities:

As Club President

February 2025- Peacebuilding & Conflict Prevention Month



- ✓ Plan and conduct the monthly board meeting
- ✓ Plan a club meeting on Peace and Conflict Resolution
- ✓ Monitor progress in achieving membership engagement & recruitment goals.

District Activities:

As Club President

March 2025- Water and Sanitation Month



- ✓ Plan and conduct monthly board meeting.
- ✓ Recognize World Water Day and grants & activities to address water issues. Ask any member or district leader who are members of HANWASH to speak at a club meeting.
- ✓ Keep informed on your club's annual giving as well as your club's Every Rotarian: Every Year (EREY) progress.
- ✓ Confirm that your incoming club president and president nominee are registered for Great Lakes Rotary PETS:



2025 Great Lakes Rotary PETS | March 20 to 22

- ✓ **REGISTRATION FOR 2025 GLRPETS opens
December 1, 2024**

Early Registration \$275 | December 1, 2024 to
January 31, 2025

Registration \$300 | February 1 to February 29, 2025

Late Registration \$325 | March 1 to March 12, 2025

Registration Closes at 5 pm on March 12, 2025

As Club President

April 2025- Environmental Month

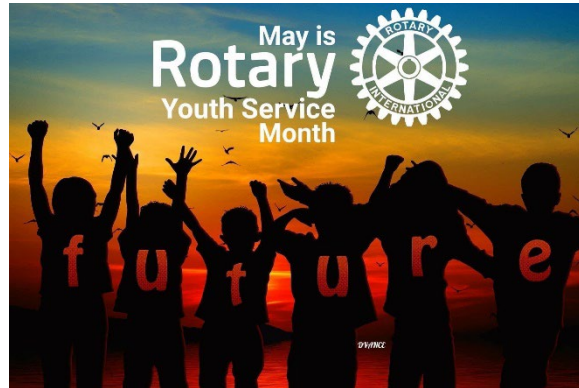


- ✓ Plan and conduct monthly board meetings.
- ✓ Plan a Earth Day project or environmental action. For example:
 - ✓ Nature walks, couple with clean-ups of trails and lakeshores
 - ✓ Scrap metal and e-waste fundraiser
 - ✓ Food waste reduction projects
 - ✓ Plant-based diet challenges
 - ✓ Rain barrels to promote awareness about water
 - ✓ Tree planting
 - ✓ Pollinator gardens
 - ✓ Calculating carbon footprint savings through various actions
 - ✓ Partnering with schools and community groups
 - ✓ Plastic free month challenge
 - ✓ Environmental minute at weekly meetings
 - ✓ Working with municipalities to remove invasive species.

District Activities:

As Club President

May 2025- Youth Service Month



- ✓ Plan and conduct monthly board meeting.
- ✓ Plan Life Leadership Conference Scholarship Awards ceremony at a club meeting .
- ✓ Plan a Club Conversation Café: Hear from those who have participated in International hands-on projects. Have table discussions of what members can contribute and how club members could be more personally involved.
- ✓ Monitor progress in meeting membership and engagement & recruitment goals.
- ✓ Include your club's President Elect (PE) in discussion of how to maintain the culture of engagement among your Rotary club members. Welcome the PE;s new ideas and enthusiasm to build on your success.

District Activities:

As Club President

June 2025- Rotary Fellowship Month



- ✓ Report your club's performance in meeting the 2024-2025 Presidential Citation goals. This information is required to be entered online **by you** on **Rotary Club Central** by June 30, 2025.
- ✓ Review YTD Monthly Contribution Report to determine your club's success in meeting its Foundation Giving Goals (including 100% participation in giving to the Annual Fund). Ensure that all contributions are sent in by June 15 to be credited in the current Rotary year.
- ✓ Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity.
- ✓ Confer with the president-elect to ensure a smooth transition. Support her/him in planning, goal setting, and selecting their team.
- ✓ Assure that your Club Foundation Chair and/or Club Treasurer submit final Rotary year contributions to The Rotary Foundation before June 30.
- ✓ Monitor membership development initiatives and goals. Provide the club with a final report on membership growth & retention, and progress in meeting other goals (increased membership of younger business people and women, for example). Identify areas requiring continued action.
- ✓ Celebrate your club's achievements in 2024-2025. Remind them of the good they have done.
- ✓ Schedule any special event your club holds to acknowledge the success of the 2024-2025 Club President. Pass the baton to the PE and take a moment to enjoy that your club had a great year. Plan a dignified ceremony for the installation of next year's Club officers.

Club Secretary: Updates year end Club Members in ClubRunner and online with RI before July 1.