

TIPS TO SURVIVE YOUR PRESIDENCY

“If I Only Knew then What
I Know Now”



Getting Organized for your Rotary Presidential Year

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Rotary Club President: Fast & Furious

Your leadership as President is central to the success of your club in all factors of Rotary and your club's committees: membership, attendance, community service, Youth services, international service, fundraisers, and so on.

BUT

There is a heck of a lot to know, and it comes at you fast and furious, from Rotary International, your District, your club members, and from the public (requests, events, etc.). What to do???



GET SMART! GET KNOWLEDGABLE & ORGANIZED NOW



KNOWLEDGABLE

- **Lead Your Club: President, 2019-22 manual**

- You will receive this manual as a pdf with this PETS series, and it is a **WEALTH** of information
- Pick it up now and read through it—there is info on what to do for your PE year **AND** your Presidential year
- Don't wait until the end of your presidency (like me!) to open it up



KNOWLEDGABLE

- Get knowledge on managing your club year during your PE year
 - Attend regularly
 - Participate actively in Board meetings
 - Be mentored by your present & past President and club secretary, if at all possible, especially if they are strong officers with good leadership skills.
 - Run a few meetings for your President in your PE year—great experience
 - Visit other Rotary Club meetings to get ideas—what to do and what not to do
 - Pick your Board directors for your year carefully



KNOWLEDGEABLE

- Be critical of your club (to yourself) when you attend your meetings and events
 - Write down those things that really need work on—like a poor website or boring meetings or meetings that go over time
 - Try to see things from someone completely new to Rotary—what would attract a new member?
 - What are the club weaknesses?
 - Use this to formulate your goals for the year
- Be complimentary of your club
 - Jot down those things that your club does well
 - Try to promote those things in your goals and in your presidential years

KNOWLEDGEABLE

- LEARN HOW TO DELEGATE, NOT DUMP
 - Look around your club and your board members
 - See what talent these members have and harness it!
 - Spread the duties around and stay in touch with the person you delegated to with words of support and encouragement—signs of a great leader
 - Sometimes this works; sometimes it doesn't and you might have to pick up the pieces, but members should share the load for you



ORGANIZATION: GET ORGANIZED - STAY ORGANIZED

EMAIL: Most common communication source

If you have a system to keep on top of your emails for Rotary (so they are not mixed in with 100 other daily work/personal emails), you will be WAY ahead of the game.

- Flag or star Rotary emails (mark URGENT if they are)
- Learn how your email system can file emails into different categories you assign
- Separate email for Rotary only? Some Presidents do...
- DELEGATE THE EMAILS—send onto other officers or club members who can deal with it for you



GET ORGANIZED

- CLUBRUNNER

- If you have it, learn it and use it
- A little difficult to use and learn at first, but very valuable
- Communication with your club members is key

- FILING SYSTEM FOR YOUR PAPERWORK

- Rotary generates paperwork in most clubs for the board and officers: agendas, grant proposals, minutes, event flyers, other club events, schedules, newsletters, etc etc.
- What goes on in the day to day and week to week Rotary year as President, needs to be noted so you can figure out what needs to be discussed at Board meetings
- I just used a portable file box, and made files that said such things as “Polio,” “Money Requests” “International Committee,” “District 7090,” and so on
- It worked: find YOUR method before you are overwhelmed



ORGANIZATION

USE RI AND DISTRICT RESOURCES

- “Lead Your Club” Manual
- Rotary Central
- Your District Governor and AG



TRY TO STAY ON TOP OF LOGGING IN YOUR ROTARY CENTRAL GOALS
Your AG and DG can help you with that too, as can your club secretary

• QUESTIONS/DISCUSSION?