**Rotary Club Leadership FALL Checklist**

October 11, 2022

The following is a summary of important responsibilities for Rotary Club leaders (Presidents & Presidents-Elect should help each other out) to complete in a timely manner:

*Deadline/Target Date Date Completed*

*If not done, complete plans for the 2022-23 year*

1. **If vacant, recruit for PE position for 22-23** July 31, 2022 \_\_\_\_\_\_\_\_\_\_\_

[How to Add Executives](https://www.clubrunnersupport.com/kb/articles/how-do-i-add-a-club-executive) Verify on MyRotary too!

[Call on AG and DGE for help]

1. **Re-register Interact programs through RI** September 1, 2022
2. **Begin to recruit Outbound YEX students** September 1, 2022
3. **Promptly pay RI and district invoices** October 1, 2022

*Current Items*

1. **Conduct Coat Drive project** Oct – Dec, 2022 **\_\_\_\_\_\_\_\_\_\_**
2. **Conduct World Polio Day event/fundraiser** October 24, 2022
3. **WTYR\* Membership Chair training** October 25, 2022 \_\_\_\_\_\_\_\_\_\_\_
4. **Attend District Service Symposium** November 11-13, 2022
5. **Submit Outbound YEX student applications** November 15, 2022 \_\_\_\_\_\_\_\_\_\_\_
6. **WTYR Foundation Chair training** November 29, 2022 \_\_\_\_\_\_\_\_\_\_\_
7. **PEs attend Pre-PETS 1 Training** November 30, 2022 **\_\_\_\_\_\_\_\_\_\_**
8. **$25 per member EREY Contributions due** December 31, 2022 **\_\_\_\_\_\_\_\_\_\_**

* **WTYR = Welcome To Your Role new club officer/ chair**