

## **CHECKLIST - YOUR JOB AS CLUB PRESIDENT**

As President you lead your club, engage and inspire members, and promote Rotary in your community.

Check your plans against the following checklist to ensure you are fulfilling your purpose ...you should be able to have a tick against each by year end.

### **AS PRESIDENT-ELECT**

- Consult the club president on decisions affecting the club Serve as a director of your club's board Appoint committee chairs and a trainer for your year\*
- Supervise preparation of the club budget
- Encourage incoming club officers to attend district training assembly
- Create an account on Rotary.org
- Attend your presidents-elect training seminar (PETS), district training assembly, and district conference
- Set and track goals for your club in Rotary Club Central at Rotary.org \*Responsibility is indicated in the Rotary Code of Policies.

### **AS PRESIDENT**

- Set goals for each committee.
- Encourage communication between club and district committees.
- Review activities, goals, and expenditures and participate in decisions.\*
- Supervise the preparation of a club budget and proper accounting practices, including an annual financial review\*
- Make sure your secretary and treasurer have an account on Rotary.org to update membership and club data regularly
- Collaborate with the governor and assistant governor on club and district matters\*
- Communicate important information from the governor and the Secretariat to club members\*
- Prepare for the district governor's required visit
- Follow Rotary's youth protection policies and the Statement of Conduct for Working With Youth and implement the requirements for the Youth Exchange program Plan and lead monthly board meetings\*
- Plan and lead interesting and relevant club meetings and organize fun social events\*
- Ensure that comprehensive training is conducted for club members, as needed\*
- Involve members in carrying out your club's goals outlined in Rotary Club Central
- Track your club goals in Rotary Club Central
- Encourage members to attend district meetings, and promote the Rotary Convention
- Attend the district conference\*
- Submit an annual report to your club on the club's status before leaving office\*
- Work with your successor before leaving office\*
- Arrange for a joint meeting of the incoming board of directors with the outgoing board\*