

PREAMBLE (FOR PAGE)

No one likes drinking from the firehose! So we have broken down the information that Presidents-elect should know into a 9 week course. This does not replace attendance at PETS (President-elect Training Seminar), but by moving these topics to online training, we'll have more time for networking, leadership training, and fun.

Club Presidents-elect are being sent this each week, but below we've outlined the whole program so you can go through it at your own pace.

Some words about Rotary's Learning Center

Most of these Learning Center courses are available within **Club President Basics** learning plan. We've included the "deep links" so you when you click on the link, it will take you first to log into my.rotary.org, then to the Learning Center. Even if you have completed these courses before – check them out – there may be updates. Don't be daunted by the time shown on the site – you can probably get through it in less than ½ the time and many courses are duplicated between learning plans. If you have any problems connecting to MyRotary, please ask for help – these links contain important information and ideas on managing your club and you need to cover these independently. They will not be covered in our live learning event.

WEEK 1 – KNOW YOUR RESOURCES

This is the first of nine weekly emails to help prepare Rotary Club Presidents who will serve their clubs in 2025-25. We don't want to waste any time so here are some things you do to this week as we follow this journey towards PETS on March 22 and the beginning of your year on July 1. If you can invest a few hours each week, your year as president should be very successful.

Each week you will have an assignment to view at least one part of your President's Training on the Rotary Learning Center and a few other tasks based on that week's theme. You can always do more than asked – and you can see the entire series of email online at [https://rotarydistrict5650.org/sitepage/training-president-elect-training-\(pets\)/pre-pets-training](https://rotarydistrict5650.org/sitepage/training-president-elect-training-(pets)/pre-pets-training).

Regarding the Learning Center Courses: By the end of this series, you should have completed the Presidents Basic Course ([link](#)) and the Club President Intermediate Course ([link](#)). Both courses say they will take 8 ½ hours to go through, but you will find that you will spend less time than it shows.

There is a lot to cover: the material sent to us from Rotary International is supposed to be presented in 1 ½ days: we've taken it down to be less than 1 day. Please be sure to cover the material before you attend PETS. That way, we can spend more time on creating relationships and less on drinking from a fire hose!

To Get Started:

From the Learning Center

- Go through at least 4 modules in the Learning Center from [Club President Basics](#).

Find Out:

- Who is your Assistant Governor (AG) for your club? Reach out to them with a quick email and let them know you have started on your PRE-PETS work.
- Make sure you can log into my.rotary.org and get to the learning center. (As your AG for help if needed!)
- Make sure you can log into the District website at www.rotarydistrict5650.org.
- From our District Website review: PETS Material – Online Resources:
 - [Which Website to Use](#)
 - [ClubRunner – District Website](#) or [ClubRunner – Club Website](#) (for clubs with subscriptions)

Think about:

- Do you have a change in directors and committee chairs that will take place on July 1? Are all positions filled? What activities between now and July 1 will help all directors and committee chairs start the year ready to go?
- As you look at your club's Board Meetings, what do you want to continue, what do you want to stop doing, and what do you want to add during your term as president?

WEEK 2 – ROTARY'S ACTION PLAN AND GOALS

This week, we focus on Rotary's Action Plan and Goals, and where you can see what they are and how to update them. The next modules in the Learning Center will guide you through this week's planning.

From the Learning Center

- Go through at least 4 modules in the Learning Center from [Club President Basics](#).

Find Out:

- Review committee structure in your club. How do your committees set goals and action plans for the year? Do you have copies of the recent goals?
- Review your existing Club Goals in Club Central. By week 8, you will be entering your own goals. Again, if you have problems, reach out to your AG or your current president.

Think About:

- Review your club's documents: Club Constitution and Bylaws, current budget and financial statements plus any vision/action plan/strategic plan. Do these documents fall in line with Rotary's Action Plan?

WEEK 3 – THE ROTARY FOUNDATION

The Rotary Foundation provides a way that all Rotary Clubs in the world can link hands to make a difference in the world. We have a much bigger impact when we share money to work together.

From the Learning Center

- Go through the last 2 modules in the Learning Center from [Club President Basics](#). You should be done with this module by the end of the week. This week includes the module on the Rotary Foundation Basics.

Find Out:

- Review the work of your club's RI Foundation Committee. Review your club's giving trends over the past several years. Finalize your club's Rotary International Foundation goal for your year.
- Review how many Paul Harris Fellows are in your club and how your club celebrates each new Paul Harris fellow.
- Has your Foundation Chair taking the session [Club Rotary Foundation Committee Basics](#) in the Learning Center?

Think about:

- Decide an amount you will give to RI Foundation and to Polio Plus to serve as a role model for others in your club.

WEEK 4 – IS YOUR CLUB HEALTHY?

Maintaining a strong membership is key to the success and health of every club. This is a balance between focusing on retaining current members while adding new members as you keep everyone engaged.

From the Learning Center

- Start the course [Club President Intermediate](#) and complete the first 3 modules .

Find Out:

- Meet with your membership committee to learn about past practices to attract new members.

- Review membership trends for the past few years. How many have dropped and how many have been added? Review club demographics to see if your club is inclusive and represents the community in terms of age, gender, ethnicity and profession.
- Check to see if your club is taking advantage of those who have had a connection to Rotary through programs like Interact or Youth Exchange. Don't lose the opportunity to convert these members into eventual Rotarians!
- Has your membership chair gone through the module [Club Membership Committee Basics](#) in the Learning Center?

Think About:

- Be a role model by inviting guests to attend meetings and by proposing at least one new member yourself.

WEEK 5: - RUNNING YOUR MEETINGS

It's important to have developed a plan for your meetings prior to the beginning of the year so now is the time to think about how the meetings will look during your presidency.

From the Learning Center

- Continue in [Club President Intermediate](#) and complete the next 3 modules .

Find Out:

- Review how your club plans Club Programs
- Visit another club meetings in the district so you can see how other clubs operate
- Meet with other club leaders to discuss the parts of the regular meetings that should remain the same, activities that should started or changed, and the parts that should be discontinued.
- Decide what you want to have as a signature activity or stamp on club meetings during your year as president so that meetings are engaging and fun.

Think about:

- Consider giving your club members a survey to ask for opinions about club meetings.

WEEK 6 – RUNNING YOUR CLUB

It's important to have developed a plan for how you will run your club prior to the beginning of your year, so now is the time to think about how you will work with your officers to complete tasks.

From the Learning Center

- Continue in [Club President Intermediate](#) and complete the last 3 modules .

Find out:

- Review your club's constitution and by-laws. Are there any updates that should be considered during your year as president?
- Review your club's committee structure and officer selection. Is there a succession plan for committee and club leaders?
- Encourage your club officers to take the appropriate courses in the Learning Center for themselves!
 - [Club Administration Committee Basics](#)
 - [Club Secretary Basics](#)
 - [Club Treasurer Basics](#)

Think About:

- Are there defined roles for the club officers? Who is responsible for reporting updates to Rotary International? Who is responsible for the club budget and paying bills? Have new club officers been reported to the District and Rotary International? (Actually, if you report them to the District, they will feed to RI!)
- What are the duties of the club secretary or club executive secretary?
- Meet with current and future club leaders to discuss their roles and how information is communicated.

WEEK 7 – PROMOTING ROTARY

By intentionally finding ways to tell the story of your club's activities and successes, you help the community understand the impact of Rotary, help your club members feel engaged and help recruit new members.

From the Learning Center

Nothing new: be sure to catch up on all the modules! If you want to learn more about Public Image, try the course "[Public Image](#)"

Find Out:

- Review the work of your club's Public Image Committee and what plans they have for internal and external communications.
- Be sure someone in your club is connected to media outlets and regularly records your club's story with pictures, video and stories to be shared with local media.
- Check out ideas for promoting your club's public image on my.rotary.org and rotarydistrict5650.org
 - Has your Public Image chair gone through the [Club Public Image Committee Basics](#) module in the Learning Center?

Think about:

- Be a role model by practicing your “Elevator Speech” – why are you a Rotarian? Develop talking points about Rotary International and your club to be used when interacting with club members and the public.

WEEK 8 – YOUR PROJECTS

Strong projects within your club will boost membership, giving to the foundation AND makes it easier to promote your club. One of the main reasons people join Rotary is to make a difference in the world and that happens through your club’s projects.

From the Learning Center

Nothing new: be sure to catch up on all the modules!

If you want to learn more about Public Image, try the course [Club Service Projects Committee Basics](#): many overlap with what you have completed already. Share with appropriate people in your club!

Find Out:

- Review the work of your club’s Service Projects Committee(s). Review existing projects.
- Check to see which of the five avenues of service and seven areas of focus are represented in your club’s projects. Be sure to use all the resources available on my.rotary.org as your club plans for meaningful projects.
- Discuss with club members what your club has done in the past to apply for and make use of District Grants and Global Grants.

Think About:

- Has your club done a community needs assessment recently?

WEEK 9 – YOUR GOALS

You made it! Next week is PETS. We are asking you to take the time to enter your goals for your club in Rotary Club Central. You will need to have goals entered for at least these six primary focus goals by the end of PETS. If you have any problems with the system, please bring your goals with you to PETS and we’ll help you get them entered.

Club Membership: How many members will you have at the end of your year: ____

Will you create or update a Strategic Plan during your year: Yes/No

Service Participation: How many members will participate in a service project: ____

Annual Fund Contribution: How much will your club give to the Annual Fund (SHARE): _____

(Note: Every Rotarian Every Year status has each club member giving at least \$20; Sustaining Member status has each member giving at least \$100)

Polio Plus Fun Contribution: How much will your club give to Polio Plus: _____

(Note: Rotary wants each club to give \$1,500 to polio. If you feel that your club cannot do that, consider asking each member to donate \$37.50.)

Help DGE Robert with his goal!

Lastly: One of DGE Robert Rapp's goals is to have every club in our District become a Peace Builder club. Help him achieve this goal by going through the [Rotary Positive Peace Academy](#). You may not get this done before PETS, but please consider completing the course before the start of your year and think about imbuing Rotary's work of Peace in all that you do. DGE Robert Rapp will have a special gift for everyone who completes the coursework.