**Club President**

**Responsibilities (Your Job as Club President)**

**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\*

\*Responsibility is indicated in the Rotary Code of Policies.