Essential Tips for Rotary President-Elect Success

1. **Identify Your Leadership Team**
   Assemble a strong team that includes key positions such as the president, president-elect, president-nominee, secretary, treasurer, and main committee chairs.

2. **Establish a Standard Club Meeting Agenda**
   Create a consistent agenda format for meetings if one isn't already in place.

3. **Delegate Key Responsibilities**
   Empower others by delegating tasks such as:

   - MyRotary Goal Administration
   - Tracking Goal Metrics & Communication to the leadership team
   - Meeting Notes & Club Communications
   - Club Meeting Setup & Technology
   - Chair roles for:
     - Foundation & Grants
     - Public Image
     - Membership
   - Speaker Scheduling
   - Service Event Coordination

4. **Engage Members Based on Their Skills**
   Get to know your members' strengths and interests - assign tasks accordingly to boost involvement.

5. **Use the ClubRunner App**
   If club uses ClubRunner, download the app for easy access to club resources and member directories.

6. **Engage the Assistant Governor (AG)**
   Your AG is a valuable resource and support system—remember, you're not alone!

7. **Hold Regular Board Meetings**
   Schedule consistent quarterly or monthly board meetings, regardless of club size. Include the following attendees:

   - President, President-Elect, President-Nominee, Immediate Past President
   - Secretary and Treasurer
   - Optional: Key committee chairs and other members who can add value
   - Use a standardized agenda to keep meetings efficient and productive.

8. **Maintain Accountability Relationships**
   Continue relationships with accountability buddies, such as fellow PEs in District 6420 or other trusted peers.

9. **Set Boundaries for Rotary Business**
   Limit Rotary tasks to one or two times per week to prevent burnout and maintain work-life balance.

10. **Plan for Succession Early**
    Identify your president-nominee (PN) and president-nominee-designate (PND) as soon as possible. This helps with succession planning, reduces stress, and strengthens your leadership pipeline.

Rotary
District 6420