

# CREATING YOUR CLUB LEADERSHIP PLAN



Use this worksheet to create a plan that works for your club. Use the checklist below as a starting point, adding and editing strategies to meet your club's needs.

Rotary Club of

Rotary year:

## Best Practices for Your Club

- Our club has a strategic plan that details what we want the club to be like in three to five years. Our strategic plan includes long-range goals related to service projects, membership, The Rotary Foundation, public image, and leadership development.
- Our club has entered its annual goals in Rotary Club Central.
- Our club holds assemblies to keep members engaged and informed. (Enter the dates for club assemblies planned for the year.)
  - Club assembly after district assembly:
  - Club assembly in preparation for governor's official visit:
  - Club assembly to solicit innovative ideas from all members:
  - Other club assemblies:
- Our club practices open communication, and members feel comfortable expressing concerns or new ideas.
- Our club ensures continuity by
  - Preparing members for leadership positions
  - Including past, present, and future leaders in decision making
  - Documenting procedures
- Our clubs bylaws are current and relevant.
- Our club amends its bylaws to reflect our structure and practices.
  - All members are aware of the bylaws and have access to them.
  - All members have been given the opportunity to suggest changes.
- Our club has social activities planned for the year and ensures members have fun by
  - Including time for networking and socializing in weekly meetings.
  - Including family members in club activities.

- Encouraging members to suggest ideas for social activities.
- Our club has strategies for keeping all members active in the club. For example:
  - All members serve on committees.
  - All members are involved in service projects.
  - New members are assigned activities to help them get involved.
  - New members are assigned mentors.
- Our club has a comprehensive training plan.
  - The president-elect attends PETS on \_\_\_\_\_.
  - All incoming club leaders attend district training assembly on \_\_\_\_\_.
  - New member orientation is offered \_\_\_\_\_.
  - Club members are encouraged to attend
    - District Rotary Foundation seminar on \_\_\_\_\_.
    - District membership seminar on \_\_\_\_\_.
    - District leadership seminar on \_\_\_\_\_.
    - District conference on \_\_\_\_\_.
- Our club has committees that support our needs. Our club has the following committees:
  - Administration
  - Membership
  - Public relations
  - Service projects
  - Rotary Foundation
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Our club board receives club committee reports every \_\_\_\_\_.