

YOUR JOB AS CLUB PRESIDENT



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

AS PRESIDENT-ELECT

Consult the club president on the current status of 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 the district training assembly

Create an account on My Rotary

Attend your presidents-elect training seminar (PETS), district training assembly, and district conference (and, in RIBI, district council meetings)

Set and track goals for your club in Rotary Club Central on My Rotary

Ensure all club officers are reported on My Rotary so they can receive important communications from Rotary International

*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 My Rotary to update membership and club data regularly. In RIBI use the Data Management System (DMS).

Collaborate with the governor and assistant governor on club and district matters*

Communicate important information from the governor and Rotary International 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's 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.

