

ROTARY DISTRICT 5870
CLUB PRESIDENT
2023-24

As president, you lead and motivate your club, ensuring that club members feel valuable, inspired, and connected to each other.

Principal Responsibilities

The Club President is principally charged with the responsibility to lead and mentor Club officers and directors in growing the club, engaging in impactful community service, and in encouraging members to support The Rotary Foundation through contributions to the Annual Fund and Polio Fund.

What you do

1. Preside over club and board meetings
2. Appoint committee chairs and members
3. Lead by example: Donate to the Annual Fund before August 31, 2023
4. Conduct club assemblies
5. Create a budget and manage club finances, including an annual financial review
6. Develop a safe environment for youth participants
7. Work with your district governor and assistant governor
8. Plan and implement service projects that address a ready need in the community
9. Set an attainable but challenging goal for Membership growth
10. Grow your club by promoting diversity, equity, and inclusion so that it reflects the demographics of the community in which it operates
11. Input your goals, and periodically update their status, in Rotary Club Central
12. Implement a public image campaign that showcases Rotary in your community.
13. Set attainable and challenging goals for Annual Fund and Polio fundraising that represents an increase in giving from the prior year
14. Encourage club leaders to attend training
15. Ensure your Club's By-Laws are up to date and in accordance with the Rotary Manual of Procedures and the Rotary International Code of Policies
16. Ensure that your club's membership roster at My Rotary is continuously up-to-date and synchronize that roster with Club Runner
17. Pay your club's RI dues and fees, and the District dues no later than October 31.

How to prepare

The year of planning before you take office is crucial to achieving the objectives you set out for your club. As president-elect, you work with your assistant governor and incoming leadership team to set annual goals that support your club's strategic plan. In this year you should:

1. Take online courses for club president in the [Learning Center on My Rotary](#).
2. Assess your club's strengths, weaknesses, opportunities, and risks in order to set goals
3. Appoint committee chairs
4. Develop an action plan for your annual goals, which support long-term achievements through a club Strategic Plan. Seek out advice from your committee chairs and club leaders.
5. Ensure continuity in leadership and service projects
6. Attend the district Pre-P.E.T.S.
7. Attend Lone Star Multi-District Presidents-Elect Training Seminar (P.E.T.S.)
8. Attend the Club Leader Training (District Assembly)

Resources & reference

1. [Lead Your Club: President - Club President's Manual](#)
2. [Be a Vibrant Club: Your Club Leadership Plan](#)
3. [Membership Growth and Retention Support](#)
4. [The Rotary Foundation Reference Guide](#)
5. [Standard Rotary Club Constitution](#)
6. [Recommended Rotary Club Bylaws](#)

Tools

1. [Pay or view your club invoice](#) (Rotary International dues and fees)
2. [Update your club membership data](#)
3. [Add club officers](#)
4. Set and track goals in [Rotary Club Central](#)
5. Register for a [webinar](#)
6. Check our [discussion groups](#)

District support

1. Immediate past president
2. Assistant governor
3. District leaders

Rotary support

1. RI staff support
 - **Jim Damato**, Senior Supervisor, Club and District Support (james.damato@rotary.org)
 - **Nick Taylor**, Associate Officer, Club and District Support (nick.taylor@rotary.org)
 - **Emily Tucker**, Regional Membership Officer (emily.tucker@rotary.org)
 - **Tabitha Sparks**, Annual Giving Officer (tabitha.sparks@rotary.org)
 - **Rene Reiling**, Regional Grants Officer (rene.reiling@rotary.org)
2. Regional coordinators
 - **PDG Beverly Luedke**, Rotary Coordinator (bluedke.rotary@icloud.com)
 - **PDG Rich Kaye**, Regional Rotary Foundation Coordinator (richkaye@hot.rr.com)
 - **PDG Kyle Haugen**, Regional Public Image Coordinator (jkylehaugen@gmail.com)
 - **Bill Harvey**, Endowment/Major Gifts Advisor (paulharrisrocks@gmail.com)
 - **PDG Rhonda Walls Kerby**, End Polio Now Coordinator (rwalls@sawpllc.com)

Leadership Training Events

- | | |
|--|---|
| <ol style="list-style-type: none">1. Pre-PETS
February 11, 2023
Texas A&M Central Texas
1001 Leadership Place, Killeen | <ol style="list-style-type: none">3. Club Leader Training
(formerly District Assembly)
April 1, 2023
Temple College |
| <ol style="list-style-type: none">2. Lone Star PETS
February 23-26, 2023
DFW Airport Hyatt Regency | |

Major Events

- | | |
|--|---|
| <ol style="list-style-type: none">1. District Installation Luncheon
June 24, 2023
Texas A&M University-Central Texas
Killeen | <ol style="list-style-type: none">3. Conference of Rotary Clubs
(formerly District Conference)
May 3-5, 2024
Courtyard by Marriott, Killeen |
| <ol style="list-style-type: none">2. Rotary Foundation Gala
January 20, 2024
Sheraton Austin Georgetown | |