

The following is an outline with resources for a District Pre-PETS Training recommended for a February 2024 District Event. This document will need to be customized to reflect district specific club visits, calendars, and resources. Other category links are active for downloading or printing as desired.

2024-25 Club Visits

[DG Visit Schedule](#)

[District Governor Bio](#)

[RI President Bio](#)

District Resources

[Leadership Directory](#)

[District Calendar](#)

Club

Rotary Foundation

[Rotary Foundation Reference Guide
- \(for print\)](#)

Membership

Public Image

Youth Service

Insurance

Welcome!

As Club President, you will 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, 2024
4. Conduct club assemblies
5. Create a budget and manage club finances
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 need in the community
9. Set an attainable but challenging goal for Membership growth and retention
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 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 Club By-Laws are up to date and in accordance with the Rotary Manual of Procedures & the Rotary International Code of Policies
16. Ensure that your club's membership roster in My Rotary is up-to-date
17. Pay club's RI dues / fees, and the District dues no later than October 31.

Pre-PETS Resources

[Club President Basics](#)
[Club President Intermediate](#)
[Lone Star P.E.T.S.](#)
[Lone Star P.E.T.S. Schedule](#)
[Be A Vibrant Club](#)

Resources & reference

[2022 Manual of Procedure](#)

[Rotary Foundation Code of Policies](#) (October 2023)

[Rotary International Code of Policies Amendments](#) (October 2023)

[Rotary Foundation Reference Guide](#)

[Standard Rotary Club Constitution](#)

[Recommended Club Bylaws](#)

[Strategic Planning Guide](#)

How to prepare as President Elect

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. Complete President Elect online learning plans.

[Club President Basics](#)

[Club President Intermediate](#)

2. Assess club strengths, weakness, opportunities, and risks in order to set goals
3. Appoint committee chairs
4. Develop an action plan for annual goals that supports 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 \(P.E.T.S.\)](#) February 29 - March 3, 2024
8. Attend Club Leader Training / District Assembly on (insert date)

Tools

- [Pay or view your club invoice](#) (Rotary International dues and fees)
- [Update your club membership data](#)
- [Add club officers](#)
- Set and track goals in [Rotary Club Central](#)
- Register for a [webinar](#)

[Lone Star PETS President-Elect Workbook](#)

[Lone Star PETS President-Nominee Workbook](#)

[Lone Star PETS Assistant Governor Workbook](#)

If more information is needed to organize materials for a District Pre-PETS Training Event, please contact Shannon Coleman, shannoncolemanrotary@gmail.com or 512-627-8546, or Pam Blankensee, pblankensee@gmail.com or 818-271-6415