

Preparing for Your Year as Rotary Club President

It's a Team Effort

Setting Your Calendar Pre-July1 and Sample Forms¹

The Pep Talk

Be the President you most admired.

Think back over the years you've been in Rotary. Are there presidents that stand out for you? Were they the presidents that

- greeted members and guests before meetings?
- were enthusiastic?
- had a good attitude?
- on July 1 had their
 - committees setup and assignments made,
 - budgets approved,
 - goals set with measurable results,
 - board ready to go and
 - calendar made with all club events mapped out?

Were they the presidents that made their members

- honored to be a Rotarian?
- excited about club projects?
- eager to attend club meetings?
- enthusiastic to volunteer?

¹ This workbook is a conversion of a PETS power point Club Administration presentation. If you would like any of the forms in Word format, just email me at lydia@alfordlegal.com, subject line: "Rotary workbook forms".

Your challenge is to be one those presidents. You can do it and this Workbook will help you be the leader you most admire.

Now is the time to act.

You've only got one chance to get prepared, so be committed and start now. Soon it will be too late to get everything done by July 1. Just ask the current and past presidents of your club if they had to do it over again, would they begin their preparation earlier?

You are in complete control over whether at the end of the year you can look back and say: "I'm proud of my year and my club. I did all I wanted and could to make this a successful year." So start now to do all you can to have a year you can be proud of for years to come.

Focus of Workbook

The focus of this workbook is to review some practical aspects of club administration, to complete the first draft of your Rotary calendar and to introduce sample forms.

Everything in this workbook may not apply to you. The workbook was designed to cover a broad range of needs. Some of you have literally been on an odyssey to get here; you've been on a 5-6 year track during which you chaired all avenues of service and served in all officer positions, while others of you, shall we say, had a shorter path to this point. There are some of you who will oversee the operation of a club as small as 8-10 members, while others of you have a total membership that well exceeds 100 members. There are clubs that are just barely five years old and then there are several that are over 100 years old. Some clubs have a very hierarchical organizational structure, others do not. Some of you have the luxury of an executive secretary, some of you have secretaries that have literally served in that position for decades and some of you will be serving with brand new secretaries.

In addition to this workbook, you should also be familiar with the RI manual for club presidents and officers; your club charter, constitution, articles of incorporation, bylaws and policy manual; and the RI Manual of Procedure.

Get started.

Make sure you have the following handy:



- a calendar starting with the January before the July you take office, through the June when your tenure as president will end. Avery and other programs offer free download calendars.



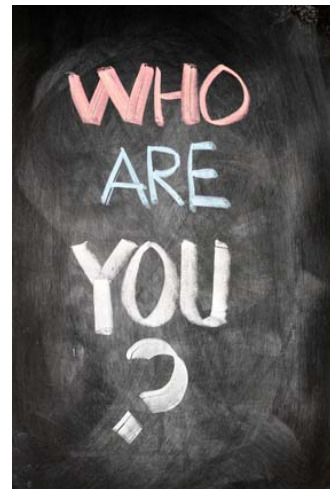
- RI and District materials you received at PETS, and
- a pen, pencil and highlighter.

If your club has already selected the programs chairman and elected the president to follow you, ask them to join you in this preparation. It will be a valuable exercise for all of you.

The Team Profile

The Coach's Story

What's your story? Does your club know you? The more club members feel they know you, the more likely they will be to respond to your calls for assistance and to volunteer for club projects and administrative duties. Think back about the instances you joined an organization just because you knew the president, volunteered to serve on a committee for any organization because you personally knew the chairman, or agreed to chair a committee because you personally knew the club president.



Whether you've been on the track to be president for years or not, don't assume that your club members know you. Do they know if you are married or not?

the name of your spouse?
if you have children or grandchildren?
where you grew up?
your occupation?
where you work now and in the past?
what your hobbies are?
the other community organizations or causes you are involved in?
if you've served in the military?
the places you have lived?

If your answer to any of these questions is "no" or "maybe" or "I don't know", then you should give a vocational program at a club meeting. Some clubs use the entire meeting for a vocational presentation, others schedule 2-3 members at a time allotting 5 minutes or so for each member. Whether short or long, it's your opportunity to start a personal conversation with your members that can lead to a common effort on club projects and fellowship.

Besides, club members look forward to vocational presentations as interesting and enjoyable programs. As a bonus, there's always a good measure of humor and intrigue .

For example, in my club, we have learned through vocational programs that one of our members lives in our town because it was halfway between where he had been living and his home town; that a member, as a teenager, sold concessions in the stands at San Francisco Giants games; that a member has a degree in ceramics, which is not pottery but an advanced engineering degree important to companies such as Corning; that a member has an adult child living in China; and finally, that a member spent summers at Camp David while her father served in the Reagan administration.

Everyone has an interesting story to tell. So don't be afraid or hesitant to share yours. Your club members really will be eager to know you better.

To do: Schedule with your program chair a date that you will present your vocational program. *Done*

The Players' History



While it is important that your members get to know you, the feeling is mutual. You need to get to know your members. For each club member, do you know:

if they are married or not?

the name of their spouse?

if they have children or grandchildren?

where they grew up?

their occupation?

where they work now and worked in the past?

what their hobbies are?

the other community organizations or causes they are involved in?

if they have served in the military?

the places they have lived?

Here are some ways to get acquainted, or reacquainted, with your club members between now and July 1:

To do:

- Sit at the greeter's table as much as possible. *Done*
- Sit at a different table each week. Sit in a different chair each week even.

You know if you fall in this last category! *Done*

- Stand at the door and personally greet your members as they arrive.

Done

- Be visible by chairing a committee where you will need to make announcements and ask for volunteers-this shows involvement,

commitment, and leadership. Don't underestimate the value your visibility will have on the favorable impression your members will form of you. *Done*

- Run a meeting, if the opportunity arises. *Done*

The Game Plan

Goals for committees

Each committee should be clearly defined with set goals and purposes. One sample of the statement of goals follows and is titled "Service Plan". After the introductory paragraphs, the form lays out the definition, goals, purposes and responsibilities of various committees. The form you use is secondary to actually creating a statement of goals and responsibilities and sharing it with those involved.

Finally, while the goal sheet may take time on the front end, it provides a focus for the year and is a valuable tool for your club assembly in July, your midyear checkup in January and by which you can judge your results at the end of the year.

You only have one chance to give it your all for a successful year. So, why not start with a clear set of goals and objectives?

Determining your goals

Your goals will likely be framed or influenced by several things, including:

Your personal goals

You probably have at least 1 or 2 special projects you would like to accomplish next year. So the first thing you can do is write down your personal goals for the year.

My personal goals are:

1. _____
2. _____
3. _____

RI Goals

Your goals will also be influenced by goals set by RI. For this you will need to review and incorporate the goals and criteria in the RI Presidential Citation. If you did not receive info on this award at PETS, it is available at rotary.org.

My club will likely satisfy the following criteria of the Presidential Citation:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

District Goals

You should receive a copy of the district goals at PETS or District Assembly. There may also be District awards that you can apply for. I believe my club can meet the following District goals and/or award criteria:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Your Club Awards

Our club has the following awards that will shape the club goals for the year:

1. _____
2. _____
3. _____

Your Club Long Term Goals

Finally, don't forget to factor in your club's long term goals. You are part of a legacy of your club and there may be programs in place that you need to continue or improve. The following are our club long term goals:

1. _____
2. _____
3. _____

To do:

- Create a definition and brief description of goals, purposes and/or responsibilities for each committee. *Done*
- Mark the date on your calendar by which you want to complete the committee goal statements. *Done*

Sample of Definition sheet for goals:

ROTARY CLUB OF _____
20__ - __
COMMITTEES

1. **Ambassadorial Scholarship Committee:** submit ad for the scholarship to the local newspapers and distribute scholarship application as requested.
2. **Attendance Committee:** monitor attendance and send reminder cards to those who have missed consecutive meetings.
3. **Caring Committee:** send cards, flowers or donations or make personal contact with members when ill or during difficult times.
4. **Christmas Party at (youth facility):** plan and encourage club participation in Christmas Party at (youth residential facility).
5. **Club Bulletin:** publish 12 newsletters.
6. **Club Directory:** update Club Directory for new members.

7. **Club Fellowship:** organize and plan 3 socials during the year, including the Christmas Dinner.
8. **Club Historian:** organize written club history and present as club program.
9. **Coloring Book Project:** (1) Fall 2000: Coordinate distribution and presentation of coloring books to Boys and Girls Club); (2) coordinate our club's distribution and presentation of coloring books to _____ Elementary School in Spring 20__.

Sample of Part of a Club Service Plan:

ROTARY CLUB OF _____
SERVICE PLAN
2012-13

(This is just a few pages. For a copy of the entire document in Word, email Lydia at lydia@alfordlegal.com)

This outline has been developed to ensure that all members of the Rotary Club of _____ are aware of the goals and objectives of service for the 20__-____ Rotary year. It is developed with the belief that if Rotary club members are fully informed of the goals and objectives then the Club will more likely achieve those goals and objectives. Feedback from each club member is encouraged. It is the responsibility of each club member to choose areas of interest in this plan and make a commitment through active participation.

A primary objective of the 20__-____ year is to ensure that every club member actively participate in at least four major goals outlined in this plan, in addition to meeting attendance requirements and paying dues. We all joined Rotary to be a Rotarian, not to be just a member of a club. And remember, being a Rotarian means providing Service Above Self.

This outline is divided into three parts:

- I. Service Plan
 - A. Club Administration Plan
 - B. Membership Plan
 - C. Public Image Service Plan
 - D. The Foundation Plan
 - E. Service Projects Plan
- II. Presidential Citation Award Plan
- III. Club Organization Chart

Please review the Service Plan to identify your areas of interest. To volunteer, contact the chairperson noted in club organization chart.

(Service Plan continued)

Please join us in thanking all of the Rotarians who have so graciously agreed to chair the following committees. Their leadership is vital to the success of our club, and we appreciate their willingness to give of their time and their talents.

The 201_ - ___ Board of Directors truly appreciates your dedication to service and wants to commend you for your choice to be a Rotarian. We look forward to an outstanding service year and know that can only be achieved through the efforts of each and every member of the club.

I. 20__ - ___ SERVICE PLAN

This year's Service Plan includes the continuation of services established by the club over the past years, as well as new areas of service that we hope will be the legacy of the 20__ - ___ Rotary year. The Service Plan is divided into the Fives Areas in the Club Leadership Plan recommended and developed by Rotary. Each Area is overseen by a member of the Board of Directors and has a variety of committees in its oversight. A club member chairs each committee, all as set forth in the attached organization chart.

A. Club Administration

Chairperson:

Purpose: to foster the successful administration of our club.

Committees under Club Service: See the attached chart and the following discussion

Chairperson responsibilities

- oversee each committee to ensure goals are being met
- meet with committee chairperson if committee is not meeting goals to develop plan of correction
- report on each committee's activities at monthly Board meetings
- ensure information regarding each committee's activities is directed to the newsletter committee each month for inclusion in the club newsletter
- monitor current events and RI information regarding club service to ensure that RC___ is responding timely to events in which we can make a difference

1. Attendance Committee

Chairperson:

Purpose: to monitor attendance

Goal: Achieve 85% overall attendance for the year

Chairperson Responsibilities:

- establish calling partner system to ensure that any member missing more than two meetings is contacted and to alert members of club news
- establish other strategies to meet committee goals

- assist any club member who is not meeting attendance requirements

2. Century Club

Chairperson:

Purpose: to encourage and reward longevity of perfect attendance

Goal: achieve perfect attendance for one year for 30% of club members

Chairperson responsibilities:

- Track perfect attendance records
- regularly reward club members for attendance accomplishments
- enact other strategies as needed to achieve goals

3. Rotary Information Committee

Chairperson:

Purpose: regularly inform club members about RI and observe Rotary Awareness Month in January

Goals: ensure that all club members know basic history and structure of RI, the Object of Rotary and current RI activities.

Chairperson Responsibilities:

- arrange for club member to present interesting facts regarding RI at each business meeting
- arrange for activities in January in observance of Rotary Awareness Month. Suggestions for this can be found on page ___ of the President's Manual.
- ensure that information regarding current RI activities is shared in meetings. Such information can be found in *The Rotarian* magazine.

B. Membership

Development and Retention Committee

Chairperson:

Purpose: to increase club membership with ROTARIANS; ensure membership retention

Goals: increase membership by at least 20%; lose no more than 3 members, for reasons other than relocation

Chairperson Responsibilities:

- ensure classification roster is up to date
- implement strategies to continuously increase membership throughout the year
- organize membership information booth at major club functions (i.e. Golf Tournament, ___ Festival) and possibly other community events.

- work with public relations committee to highlight RC___ to encourage community interest in becoming a member.
- ensure that any guests or proposed members are immediately followed up on and, if they meet character, and business and community standing requirements, are invited to join the club within a quick time frame.

Fielding Your Team

The Draft

It is important that each club member be given an opportunity to volunteer for the activities of interest to them. A copy of the commitment sheet is just below.

Notice I did not call it a committee sign-up sheet because it is much more than that.

It's a call to action and an affirmation by your club members of their commitment to the club. Just look at the positive action language:

"I resolve to be a part of..."

"I resolve to contribute..."

"I pledge to better our community..."

"I recognize the need for..."

"I pledge to be an active advocate..."

"I pledge to participate..."

"I resolve to promote..."

"I promise to promote..."

Then, at the end of the sheet each member is given the opportunity to chair a committee. You might be surprised at how many members will do so. There will be those that have a passion for a project and are eager to be in charge. Others may feel a sense of obligation to the club to chair a committee. Then there are those that are just waiting for you to ask. Be sure to also consider experience, personality type, temperament, strengths, weaknesses and ability to work with others when selecting committee chairmen.

No matter whether you choose a traditional committee sign up sheet or the member commitment sheet, the important point is to have a method by which you can create your team. And, don't forget to give it to your new members as they join. One of the recurring reasons recited as to why some resign from Rotary is that they were never asked to do anything. Here's a way for you to get them involved immediately.

ROTARY CLUB OF _____
COMMITMENT TO A SUCCESSFUL 20__-__

I. CLUB ADMINISTRATION

I resolve to contribute to the successful administration of our Club by serving on one of the following committees or fulfilling one of the following areas of need (please choose at least one):

- Programs
- Be responsible for scheduling the speaker for just one meeting
- Present a program highlighting articles from current issues of *The Rotarian*
- Present a program on Rotary Info
- Present a program on our club history in celebration of our anniversary
- Club Directory
- Club Fellowship
- Hospitality Committee
- Greeter at club registration table for two weeks
- Greeter for Visiting Rotarians and Guests
- Finance Committee

FUNDRAISING

I recognize the major role fundraising plays in the success of our club. Therefore, I pledge to participate in at least one the following fundraisers:

- Golf Tournament Committee
- Core Committee
- Day of Event (probably a Friday in April 20__)
- _____ Festival
- Core Committee
- Day of Event (July 4, 20__)
- Sweet Potatoes-Core Committee (all members are encouraged to sell)
- Super Bowl Pool
- Funding Research

II. MEMBERSHIP

I recognize the need for continued growth of our membership and retention of members. Therefore, I pledge to be an active advocate of Rotary by serving on one of the following committees:

- Membership Development and Retention Committee
- New Member Orientation
- Attendance Committee
- Century Club
- Caring Committee

CLUB ATTENDANCE

I resolve to be a part of our Club's strong tradition of attendance by:

- Improving my attendance by 10%
- Continuing to maintain my Century Club status (attaining 100 consecutive meetings)
- Attending the prescribed 50% of all meetings and not miss four consecutive meetings

III. PUBLIC IMAGE

I recognize that when the public knows more about my club and Rotary International all aspects of our club are enhanced. Public exposure of our service projects and fundraisers creates a favorable reputation of our club which fosters the attraction of new members, which in turn creates the opportunity for our club to expand its service projects, increase our international footprint by increasing donations to The Rotary Foundation and strengthen our fundraisers.

- Club Historian
- Club Bulletin
- Public Relations Committee
- Website coordinator

IV. THE ROTARY FOUNDATION

- Paul Harris Rotation Committee
- Benefactor Committee
- Rotary Info Program on The Foundation in November
- Periodic club programs on recent Foundation developments

V. SERVICE PROJECTS

INTERNATIONAL SERVICE

I resolve to promote RI's fundamental ideals of goodwill and better friendships throughout the world by (please choose at least one):

- Hosting a GSE Team member in my home
- Hosting a youth exchange student or chaperon in my home
- Hosting a Russian delegate in my home
- Serving on the Rotary Partner Committee which will foster a relationship with a Rotary Club in a third world country
- Shots for Tots (probably July or August 20__)
- Volunteering on day of Shots for Tots project
- Serving on the Environmental Protection Committee (Water Purification)

- Serving on the Ambassadorial Scholarship Committee
- Rotary Foundation-Paul Harris Fellows and Benefactor Program

VOCATIONAL SERVICE

I promise to promote the highest ethical business standards, recognize the worthiness to society of all useful occupations and contribute my vocational talents by (please choose at least one):

- Serving on the Vocational Awareness Committee-to develop a vocational project and implement it
- Honoring our Public Servants by serving on the Public Service Awards Committee
- Presenting a club program on my vocation and career
- Coloring Book Project

COMMUNITY SERVICE

I pledge to better our community by serving on the following committees or projects (please choose at least two):

- Interact
- RYLA (Rotary Youth Leadership Awards) Food Fest (July 20__)
- Thanksgiving Baskets
- Christmas Party at _____
- Service in Action Project Committee
- Volunteer on day of event to help with Swing Set Project
- Community Needs Assessment Committee
- Literacy

LEADERSHIP

I am interested in serving in a leadership role in our Club and would like to chair the _____ Committee.

Name

Date

**REMEMBER YOU ARE NOT A VOLUNTEER UNTIL YOU VOLUNTEER.
AND
WHEN YOU VOLUNTEER, YOU ARE A ROTARIAN WITH A JOB TO DO!**

Draft Dates

To catch all members, the committee sign up should last for three weeks. Be mindful not to pass it out as members are leaving the club meeting or just place them on the table because you won't get most of the forms back. Instead, distribute the forms as members arrive and then stand at the door as they leave to collect the

forms. Be sure to ask the club president for a *couple* of minutes to explain your sign-up sheet but be careful not to infringe on other club business or the speaker's time. If your club has a business meeting during this phase, ask for more time at that meeting to discuss your sign-up sheet.

The Line Up

Tabulating Committee Assignments

Your work does not end when the commitment sheets are turned in. The next step is to tabulate the results. The tabulation will

- (1) list each member with the committee assignment for him or her
- (2) list each committee with each committee member, and
- (3) create a master chart so you can confirm that every member has signed up for a committee and is involved. Remember that one of the reasons former members give when resigning is that they were not given any duties.

Finally the tabulation shows your club members that you are prepared; this will create goodwill and confidence by your members. If your club members feel you are giving it your all, then the club members will reciprocate.

Those of you with big clubs, and perhaps the not so big clubs, may be thinking "You must be crazy, there's no way I can tabulate so many forms." But I suggest there's nothing requiring that you have to do it all yourself. Trust me there are people in your club that would be eager help with this. You'll be floored by the end result. I bet you'll get a professional Excel spreadsheet that can be manipulated several ways to produce the info you need. As you read this you are probably already thinking about the engineers, CPAs, number crunchers and detail oriented people in your club that would be willing to help and as you continue to think about it, you'll come up with others as well.

We'll discuss later how you will present this info to the club, but suffice it to say for right now, that once you get the info tabulated, don't keep it to yourself.

To do:

- Mark the three dates you will distribute your commitment/committee sign up sheet. *Done*
- Mark the date to finalize your committee assignments. *Done*
- Mark the date to confirm your chairmen. *Done*
- Ask for assistance to sort your committee assignment information to create a separate listing for each member to show his/her assignments, a list of all committees with committee members and a master printout for you of all club members in a format that you can confirm all members have signed up for a committee. *Done*

The Bench

Election of officers

You must have your president and secretary elected in December and reported to RI and your district by Dec. 31. This is very important to the PETS planning committee too.

To do:

- Mark a date in October to convene your nominating committee.
Done
- Mark a date in November for a report by your nominating committee.
Done
- Mark a date in December for election of your club officers and directors.
Done
- Mark December 31 as the deadline to report the election of the club president and secretary to RI, your District Secretary and your District Governor Elect, who will be compiling the list to communicate with the PEs concerning the upcoming PETS. *Done*

Mentor your President Elect

It is important that you mentor your PE. Hopefully your President did the same for you and you can appreciate the value of it.

Suggest to your PE that all during the year, he/she

- be visible all throughout the year,
- gather club documents, minutes and budgets,
- watch which club members are good leaders, and
- should give a vocational program.

Coaches' Meetings

New Director Orientation

Think back on how excited and honored you were to be selected to serve on the board. Your new board members will be filled with the same excitement and be anxious to know all they can about Rotary and your club. So, offer to conduct an orientation for them. They will attend and appreciate the special effort you made on their behalf. The more informed your directors are, the smoother your board meetings will be. Be sure to invite your PE to attend this orientation too for prosperity's sake.

A sample board orientation agenda follows. You should already know all of this, so your time investment will not be great but the rewards will be immeasurable.

To do: Mark a date prior to July 1 to hold your New Board Member Orientation. *Done*

ROTARY CLUB OF _____
NEW DIRECTOR ORIENTATION

_____, 20__

- I. Rotary International ("RI")
 - A. Organization
 - Rotary International
 - Zone ____

- Districts-District 6840 (Southeast Louisiana and South and Central Mississippi); 55 clubs
 - Clubs
- B. 2012-13 RI Pres.: Sakuji Tanaka
- C. 2012-13 Theme: Peace Through Service
- D. Goals
- E. Polio Plus Campaign
- II. District 6840
- A. Organization/Officers
- B. Goals
- III. Club: Rotary Club of _____
- A. 20__-__ Officers and Directors
- B. Organization
- C. Director Responsibility
- Chair Area of Service as set forth in RI Club Leadership Plan
 - Attend Board Meetings
 - Attend Club meetings
 - Attend Club functions
- D. Committees
- IV. Meetings
- A. Board
- Scheduled
 - Special: After club meetings
- B. Club Business Meetings
- V. Secretary
- A. Reports at Board meetings
- B. Reports at Business Club meetings
- VI. Finances
- A. Budgets: Administrative and Charity-2 different budgets
- B. Paul Harris Fellows
- C. Sunshine Fund-for charitable donations only
- D. Endowment-savings fund. ____% of net club fundraisers put in Endowment fund annually
- E. Cash basis v. accrual basis
- F. Past Due accounts
- G. Semi annual payments to RI for dues
- VII. Membership Info
- A. Attendance

VIII. Resources

A. RI

- Manual of Procedure
- rotary.org
- RI Constitution
- *The Rotarian*
- *Rotary Leaders*
- various e-newsletters

B. District

- District Directory
- District Club Service Bulletin
- District Newsletter

C. Club

- Articles of Incorporation
- Bylaws
- Policy and Procedures
- Newsletter

IX. Miscellaneous

Board Planning Meeting

You should also have a board retreat, even if it is just a couple of hours long. This planning meeting gives you an opportunity for the Board to set and/or approve the year's goals, activities and finances. It can set expectations on how your board meetings will run and board member reports. It's also an opportunity to hash out recurring issues so you can resolve them once and for all, and not have to revisit them over and over.

While the new board member orientation will require minimal preparation, can be handled in about an hour and have just a few participants, the board retreat will require more planning, likely last at least a couple of hours and will include considerably more participants.

It would be a good idea, but not necessary, to have your committee assignments made and a draft of your goals formulated for this meeting.

A sample agenda follows. I suggest that the facilitator not be a board member, but instead someone that is an experienced facilitator or has attended a lot of facilitated meetings, all the better if that person is a Rotarian.

To do: Mark the date you would like to hold your board retreat. This date needs to be discussed in advanced and set to get the best attendance.

Done

Rotary Club of _____
Board Planning Meeting
June __, 20__
Agenda

- I. Expectations and rules for today's meeting
- II. Expectations of directors and officers
 - A. Related to Board duties
 - B. Related to club membership
 - C. Expectations of officers
- III. Expectations for board meetings in general
- IV. 20__-__ Goals
 - A. District and RI awards as guideposts
 - B. 20__-__ year end review
 - C. New ideas
 - D. Club Administration
 - E. Membership
 - F. Public Relations
 - G. Service Projects
 - H. The Foundation
 - I. Fundraising
- V. Resources
 - A. Director Notebook: Minutes, Financial Info, Membership Info, Bylaws, Policies & Procedures, etc.
 - B. RI website: rotary.org
 - C. RI E-newsletters
 - D. District website: rotary6840.org
 - E. Rotarians
- VI. Three accomplishments at end of year to signal it was a success

Rotary Club of Slidell Northshore
Board Planning Meeting

_____, 20____

Working Agenda for Facilitator

- I. Expectations and rules for today's meeting
 - cell phones
 - every opinion has value
 - etcetera

- II. Expectations of directors and officers
 - A. Related to Board duties
 - 1. minimum number of Board meetings to attend
 - 2. chairmanship of something
 - 3. be prepared for meetings
 - 4. refer to notebooks for info
 - B. Related to club membership
 - 1. attend __% of meetings
 - 2. attend club functions
 - C. Expectations of officers
 - 1. Secretary
 - when are minutes due
 - 2. Treasurer
 - when is the report due
 - understand it
 - presentation of budget
 - 3. President
 - Agenda for Board meetings
 - Confirm that those giving reports at meeting are there

- III. Expectations for board meetings in general
 - A. Time limit
 - B. topics
 - C. use of notebooks
 - D. any topics that you need to consider early on and get out of the way

- IV. 20__ - ____ Goals
 - A. District and RI awards as guideposts
 - B. 20__ - ____ year end review
 - C. Club Administration
 - 1. Programs-types, survey club members for suggestions
 - 2. Business Meetings/club assemblies
 - 3. Fellowship ideas
 - 4. % attendance for weekly meetings

- D. Membership
 - Target for end of year
 - Diversity in classification and members
 - E. Public Relations
 - Target number of newspaper articles
 - F. Service Projects
 - Service Projects for the year
 - G. Foundation
 - H. Fundraising
 - 1. Amount of funds need to raise
 - 2. Number of fundraisers
 - 3. Types of fundraisers
- V. Resources
- A. Director Notebook: Minutes, Financial Info, Membership Info, Bylaws, Policies & Procedures, etc.
 - B. RI website: rotary.org
 - C. RI Email newsletters
 - D. District website: rotary6840.org
 - E. Rotarians
- VI. Three accomplishments at end of year to signal it was a success
- 1.
 - 2.
 - 3.

Board Meetings

Consider scheduling a joint board meeting of the outgoing and incoming board.

To do:

- Mark the date on the calendar for a joint board meeting. *Done*
- Mark each date on the calendar in which your board meetings will be held, whether monthly or quarterly. *Done*
- Gather the board agenda from the past 2-3 years to make sure all club activities are considered. *Done*
- Prepare your first board meeting agenda *Done*

**ROTARY CLUB OF _____
BOARD OF DIRECTORS MEETING
AGENDA**

**RI 2012-13 Theme
Peace Through Service
Sakuji Tanaka, RI President
_____, 20__**

**Club 20__ - __ Theme
_____**

- | | |
|--|--|
| <ul style="list-style-type: none"> I. <i>CALL TO ORDER-President</i> II. <i>ROLL CALL-Secretary</i> III. <i>SECRETARY'S REPORT-Secretary</i> <ul style="list-style-type: none"> A. review and approval of minutes B. % attendance for _____, 20__ C. new member proposals <ul style="list-style-type: none"> 1. number 2. names D. review new member list <ul style="list-style-type: none"> 1. number 2. names E. review list of resignations <ul style="list-style-type: none"> 1. number 2. names F. review of members with absences (more than 3 consecutive meetings) <ul style="list-style-type: none"> 1. number 2. names G. total number of members (excluding honorary members) <ul style="list-style-type: none"> _____ as of _____, 20__ IV. <i>FINANCIAL REPORT-Treasurer</i> <ul style="list-style-type: none"> A. Treasurer's Report <ul style="list-style-type: none"> 1. Income Statement 2. Past Due accounts B. PHF review <ul style="list-style-type: none"> 1. name of next in line 2. date available C. Benefactor review <ul style="list-style-type: none"> 1. name of next in line 2. date available D. Raffle---\$200 yet? V. Old Business VI. New Business VII. Service Projects VIII. Club Administration IX. Membership X. Public Image XI. Foundation XII. Fundraising XIII. Summary of Meeting | <ul style="list-style-type: none"> President Pres-Elect Vice-Pres Secretary Treasurer Past Pres. Club Service Comm. Svc Internat'l Svc Vocat'l Svc |
|--|--|

The Playbook

Directors' Notebooks



Have you ever attended long board meetings caused by a lot of unnecessary discussion or rehashing of prior meetings?

Was it because board members weren't informed?

Was it because the president lost control over the meeting?

Was it because information was not readily available?

Maybe it was all of those things, and more. So I challenge you right now to not let that happen under your watch. It means you need to

- always be prepared for your board meetings, and
- have a command of the club business, information and resources and
- be able to tactfully move from item to item on the agenda and
- be familiar with Robert's Rules of Order.

I have a suggestion that can assist in a smooth running board meeting: a notebook for each director.

The notebook is divided into sections such as:

1. Agenda
2. Cover page
3. Minutes
4. Financial info: Monthly financial reports, administrative budget and charitable budget
5. Club documents: Club charter, constitution, bylaws, policies and procedures manual, rules, etc.
6. Membership Info: Roster, committee assignments
7. Annual calendar
8. Goals

At each board meeting, the notebook is supplemented with at least the current (1) minutes, (2) treasurer's report and (3) agenda. So immediately you need to make a note that you need to have a three hole punch at each meeting. By the way, whether you have a notebook or not, you should always have a copy of those three documents for each director at each board meeting.

With the notebook that contains prior minutes, a board member who missed a meeting can silently review his notebook and determined what happened at the missed meeting rather than disrupting the meeting.

With the notebook, if a board member has a question about a particular line item in the budget, she can look it up silently or if the group as a whole needs to review budget items, everyone will have a copy. You know how difficult it is to discuss numbers without a written document for everyone to review.

If there's a question about a club policy, everyone will have a copy of the policy. You won't have to rehash discussions that have already been had and resolved, you will make consistent decisions, and so on.

The notebook works best if you have control over the meeting place, such as your office. That way the notebooks stay at your office and you know every board member will have a notebook at the meeting. If you don't have control over the meeting place, then ask the board members to keep their notebooks in the trunk of their cars so they will have it for each meeting.

A sample cover sheet for the notebook follows. The purpose of the cover sheet is not only to state the obvious, such as the names of the board members, but it is also a resource for future boards.

Cover page for notebook:

ROTARY CLUB OF _____
CLUB INFORMATION

Charter Date

per Rotary International _____

RI Club Number

Federal Taxpayer Identification Number

Club address:

P.O. Box _____

Articles of Incorporation:

_____, Inc.

Articles signed by club members on _____

recorded in the _____ Public records on _____ at Instrument No.

_____.

20__-__ Officer and Director Information

Office

- President
- President Elect
- Vice President
- Secretary

Treasurer	
Past President	
Director	Club Administration
Director	Service Projects
Director	Public Image
Chairman	Membership
Chairman	Foundation

Coaches' Game Prep

RI E-newsletters

A list of RI e-newsletters follows.

To do: Share this list with officers, directors and committee chairmen, and strongly encourage each to sign up for the newsletters for their area of focus. You might even be prepared to suggest certain newsletters for each. Then at club business meetings ask for a report on what they've learned from the newsletters. *Done*

Rotary International E-newsletters

www.rotary.org

At the time this workbook is being prepared, RI is in the process of revamping its website. The best way to find this information on the website is to use the search box.

Club and District Administration/General

- Rotary Leader*: a bimonthly electronic publication that features practical information to help club and district leaders achieve success. (formerly *Rotary World*)
- Weekly Update*: Provides latest Rotary news. It can be used for club and district newsletters and websites.

Foundation

- End Polio Now*: Quarterly newsletter about polio eradication. The newsletter includes both the latest statistics and inspiring stories.
- Every Rotarian, Every Year*: Quarterly newsletter offers Annual Programs Fund updates articles on how Rotarians are meeting their clubs' goals, and stories about how Annual Programs Fund contributions enhance people's lives.
- Reconnections*: The source for news about Rotary Foundation alumni.
- Visions*: Provides info about the benefits of charitable estate and financial planning.

Membership

- Membership Minute*: Newsletter providing the latest membership development ideas, strategies and resources.

Youth/Young Adult Related

- Interactive*: Helps you experience through photos and videos the fellowship of Rotarians and young adults involved in programs such as Rotaract and Ambassadorial Scholarships.
- New Generations*: Monthly e-newsletter provides news and developments regarding Rotary's youth and young adult programs: Interact, Rotaract and RYLA.
- Rotary Youth Exchange Newsletter*: Bi-monthly newsletter that contains information and updates on current Youth Exchange events and resources. It's intended for all Youth Exchange officers and interested Rotarians.

Community Service

- *Community Service Update*: Quarterly electronic newsletter that provides Rotarians with news about effective service practices, project resources and important service-related events.

Vocational Service

- *Vocational Service Update*: Quarterly electronic newsletter that provides Rotarians with news and resources related to vocational service.

International Service

- *International Service Update*: Bimonthly e-newsletter that provides current information about World Community Service, Rotary Volunteers and Rotary Community Corps as well as disaster relief and recovery.

Public Relations

- *PR Tips*: Offers innovative ideas for clubs and districts to promote Rotary in their communities.
- *Weekly Update*: Provides the latest Rotary news. It can be used for club and district newsletters and websites.

RI print resources

Rotary offers a broad variety of materials, some at no cost and some at minimal cost. It would be well worth your time to review the catalog. The resources are invaluable. *The Rotarian* also features publications in each issue. *Rotary Basics* is an outstanding publication. Look for a complete reproduction of it in the August edition of *The Rotarian*.



To do: Ask each of your club members to bring their copy to a meeting and you'll have a ready source of materials to give to prospective and new members. Mark this as a reminder for announcement at each meeting in July. *Done*

Club officer and committee manuals



Rotary publishes manuals for the club officers and some committees. Although the manuals used to be printed and distributed at PETS, they are now only available online, so it is up to you to print and distribute them.

To do:

- Print each club officer and committee manual. *Done*
- Give the copies printed to appropriate club member. *Done*

Setting the Game Schedule

Weekly club meetings

District Governor Visit

Each District Governor will visit each club in his or her district. NO other speaker should be scheduled on this date. Let me say that again, there is to be no other speaker on the date the DG is to visit your club.

To do:

- If you have already received your DG club visit schedule, take a few minutes to mark it on your calendar. *Done*
- If you would like the DG to join you in presenting Paul Harris Fellows at this meeting, order the PHF materials and notify the DG. *Done*
- Discuss with the DG in advance of the visit your club's methods of contributing to The Foundation and what your track record is and what you anticipate it to be for the upcoming year. This may assist the DG in preparing his/her comments. *Done*
- Meet with the Assistant District Governor in advance of the DG Visit. *Done*
- Complete the Planning Guide for Effective Clubs and turn it in to either your ADG or DG, depending on your District practices. *Done*

Use RI Monthly Themes as Idea for Club Programs

We are now going to turn our attention to weekly club programs. This is where you are most visible to you clubs and your best opportunity to create an atmosphere of excitement about being a Rotarian.

RI monthly themes are one source of ideas for club programs, as follows.

Month	Theme
July	No Rotary designation
August	Membership and Extension Month
September	New Generations Month
October	Vocational Service Month
November	Rotary Foundation Month and World Interact Week (week of Nov 5)
December	Family Month
January	Rotary Awareness Month

February	World Understanding Month; 23 February: World Understanding and Peace Day; Rotary's 108th Anniversary (2/23/1905)
March	Literacy Month; World Rotaract Week (week including March 13)
April	Magazine Month
May	No Rotary designation
June	Rotary Fellowship Month

To do: Write the monthly themes on your calendars. *Done*

Business Meetings

Does your club have regularly scheduled business meetings? If you don't because you think your members won't like it, I challenge you to rethink that. Your club members want to and deserve to be informed of your club business. It shows your club members how active your club is. But having a business meeting that lasts only 5-10 minutes can have an adverse effect. It tells your club members that not much is going on. So treat your business meetings seriously.

Business meetings are an opportunity for club input on projects and initiatives, such as brainstorming for speakers, development of membership recruitment ideas, etc. A sample business meeting agenda follows.

To do: Calendar business meeting dates for each month. I suggest the week following your Board meeting. *Done*

CHECK MICROPHONE AND TURN OFF MUSIC

Remind members to turn off cell phones

ROTARY CLUB OF _____
CLUB BUSINESS MEETING
Date: _____

- I. *Opening***
 - A. Pledge
 - B. Invocation
 - C. Four Way Test

- II. *President's Time***
 - A. Introduction of visiting Rotarians
 - B. Introduction of guests

- C. Reminders
 - upcoming projects/special programs
 - greeters for the next two weeks
 - program for the next week
- D. Business
- E. Introduction of new members
- F. Congratulations
- G. Review of newspaper articles on members or the club
- H. Birthdays
- I. Anniversaries
- J. Honors
- K. Rotary info
- L. Paul Harris quote
- M. Announcements
- N. Special feature

III. *Business Meeting*

- A. Report from Board Meeting
- B. Secretary's Report
- C. Financial Report
- D. Induction of New Members
- E. Service Projects
- F. Club Administration
- G. Membership
- H. Public Image
- I. The Foundation
- J. Fundraising
- K. Presentation of Paul Harris Fellows

IV. *Raffle*

Club Anniversary Celebration

Does your club celebrate your club anniversary? Do you know your club anniversary date? No one is going to celebrate your anniversary but your club. You are not going to receive a card from RI or the DG reminding you. So it's up to you to make sure it is observed.

It does not have to be anything extravagant. Give a history on how the club was formed, what it was like in the early years, ask charter members to add special flavor to the reports, review past club projects, especially those that remain visible in the community, etc. This is an excellent opportunity for you to ask someone in your club that likes to plan celebrations or parties to get involved. They'll be thrilled to shop for the balloons, favors, table decorations and cake.

If it's a big anniversary, 25th, 50th, 75th, 100th, perhaps a formal dinner would be appropriate.

To do: Calendar your club anniversary and calculate how old your club will be. *Done*

My club was chartered on _____, 19_____.
My club will celebrate its _____ anniversary this Rotary year.

I recognize, as the Club president, that it is up to the club leadership to celebrate the history and accomplishments of our club, **therefore**

- If our anniversary is a milestone (25th, 50th, 75th, 100th, etc anniversary), we will have a special celebration of our anniversary, outside of a regularly scheduled club meeting.
Yes **No**

We will also have decorations, cake, special gift for each member, etc. **Yes** **No**

I would like for this special anniversary celebration to be held on _____, 20_____.

- If the anniversary is not a milestone, then we will have a program at a club meeting on our club history, projects, funds raised over the years, highlights, etc.

We will also have decorations, cake, special gift for each member, etc. **Yes** **No**

I would like for this celebration to be held on _____, 20_____.

Rotary Info Programs

Rotary info programs are important. Club members are interested in Rotary and want to hear about it. Sure it may take time for someone to prepare a program, but it will be well worth it. RI has canned information programs on its website, especially as it relates to The Foundation. Or, it could be as easy as club members reviewing articles from *The Rotarian* with the club.

Rotary info programs are particularly good for an energetic new member that is curious about what Rotary does on an international level. They'll enjoy learning about Rotary and the club will benefit from it too.

I would like to have meetings dedicated to Rotary Information. **Yes** **No**

I would like to have the following programs:

- RYLA-in August before students go back to school or in December when students are out of school for the holidays. **Date:** _____
- Rotary's tradition of Vocational Service (in October) **Date:** _____
- The Rotary Foundation (in November-Foundation Month) **Date:** _____

- Interact Student (in November-World Interact Week) or May-August, December-Jan when Interact students are out of school **Date:** _____
- Member of Rotaract **Date:** _____
- Incoming GSE Team **Date:** _____
- Outgoing GSE Team **Date:** _____
- Ambassadorial Scholar- December, May or June, while out of school **Date:** _____
- Ambassadorial Scholarship **Date:** _____
- Rotary History (February 23, 2013) **Date:** _____
- Literacy (in March) **Date:** _____
- Rotary Magazine (in April) **Date:** _____
- Polio Plus **Date:** _____
- Future Vision **Date:** _____
- Paul Harris' Birthday (in April; birthday is 4/19)-information on the life of Paul Harris **Date:** _____

Other topics

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Date: _____ | Date: _____ |

To do:

- Decide if you want Rotary info programs to be monthly, quarterly or otherwise.
Done
- Then, calendar the date(s) to meet this choice. *Done*

Vocational Programs

See the discussion at the beginning on the value of vocational meetings.

To do:

- Decide if you want vocational programs to be monthly, quarterly or otherwise.
Done
- Then, calendar the date(s) to meet this choice. *Done*

Holidays

Holidays should be considered when planning your weekly program schedule. Holidays not only affect the club meeting for the day on which they fall, but also those meetings that occur the

days immediately before and after the holiday. For example, Labor Day falls on a Monday, but you can well expect that the attendance on Friday meetings will be affected by those taking a long holiday weekend and the attendance for Tuesday clubs will be affected as members return from the holiday and forego the meeting in lieu of getting back to business.

What that means is that you need to be very careful in scheduling guest speakers around holidays. Your attendance will be low. Scheduling a speaker when attendance is low is a bad reflection on your club that is completely avoidable and is disrespectful to a speaker, especially if they have traveled a long distance or rose at the crack of dawn to attend a breakfast meeting. So be very respectful of your speakers. That's why I've suggested later in the materials that you have a business meeting, Rotary info meeting or Vocational meeting on dates that will be affected by holidays.

To do: Mark the following dates on your calendars. *Done*

Holidays and Special Events

Date	Day of Week	Holiday	Cancel Meeting?	Type of program Rotary info, club business meeting or vocational
July 4		Independence Day		
Sept	1st Monday	Labor Day		
Oct	2nd Monday	Columbus Day		
Nov	Monday after November 11	Veterans Day observed		
Nov	4th Thursday	Thanksgiving Day		
Dec 24		Christmas Eve		
Dec 25		Christmas Day		
Jan 1		New Year's Day		
Jan	3rd Monday	Martin Luther King Day		
	Tuesday	Mardi Gras		
February	3rd Monday	Presidents' Day		
	Friday	Good Friday		
May	last Monday	Memorial Day		

To do: Review each holiday above, determine the effect each holiday will have on your club meeting and decide if the meeting should be cancelled or whether the type of program needs special consideration. *Done*

The first draft of your season schedule is set.

Now go back and look at how you dealt with the holidays and see if the vocational, business meetings or Rotary info should be rearranged or reconfigured near holidays. For example, if you have your business meeting scheduled the second week of the month and there's a holiday in the third week that will affect your attendance, you might want to move your business meeting to the third week.

Whala—Your Program calendar is well on its way and you have not contacted the first speaker!!

Game Strategy

Helpful Hints on running a meeting

Begin and end on time

It is solely up to you to make sure the meetings begin and end on time. That means you need to control announcements and let the speaker know when time is up. We all have members that seem to be take too much time with announcements. Make sure you have accounted for this by either advising the member of the time constraints, creating a physical reminder that time is up (stand up, etc.), make the announcement yourself, etc.



Devote meetings to projects and fundraisers if necessary

If you have an upcoming project or fundraiser that will require a lot of announcements and discussion, schedule a program just on that project or fundraiser. We've all attended meetings where it was excruciatingly embarrassing when announcements were apparently infringing on the speaker's time. Either there was a lot of business to take care of or the club members making the announcements were too verbose. Who did you hold accountable when this occurred? The president, likely.

Dedication of club meetings to projects and fundraisers

We all have club members that are not as brief as the occasion may require when making announcements. It is your responsibility to control this. Either tell the chairman how much time they

have and then be prepared to politely and gently cut it off if it goes over, or perhaps you should make the announcement. Or, if there's so much discussion and announcements, then devote an entire meeting to just that project.

Make sure to thank the speaker



Next let's discuss speakers before we calendar our next dates. How many of you have been the speaker at a group? Remember how good it felt when someone thanked you personally for coming to the meeting. Make sure speakers feel appreciated and are thanked. This may mean you need to remind your members to thank the speakers. You could even ask certain members to be especially diligent in this task. It would be ideal for your club members that faithfully attend meetings but find it difficult to participate in projects.

Play Card

Meeting Agenda

A sample of an agenda for a typical club meeting with a speaker follows. Please note RI also has another form in the President's Manual.

Points on the agenda on the following pages.

"I" is club member anniversaries and wedding anniversaries. For your club member anniversaries, don't just announce the date, announce how many years the anniversary represents. It will be good for your new members to hear how long some of your members have been with the club and it is a simple yet effective way to give special recognition to your long term members.

As to "G", I think it is important to constantly mention the press the club receives. Memories can be short on club activities and press. By mentioning the press at each meeting, at least you are creating a general familiarity of club activities, even if the members may not remember the specifics very long.

Finally, you'll notice at the top of the page a reminder to check the microphone. Be sure you take care of this before the meeting starts. While your club members will give you some slack at first, it will start to look poorly on you if the microphone is constantly off or not working when you begin

the meeting only because you haven't checked it in advance. So arrive early, get your notes out and make sure the microphone is working and all background music is off.

And as a follow-up, you should always use the microphone and your speaker should too. There's no better way to invite talking during your meeting than to create an atmosphere where members can't hear, lose interest and start side conversations. Never use the theory that "I talk loud enough." You don't.

CHECK MICROPHONE AND TURN OFF MUSIC

ROTARY CLUB OF _____

CLUB MEETING

Date: _____

Greeter for Visitors _____

I. *Opening*

- A. Pledge led by _____
- B. Invocation by _____
- C. Four Way Test led by _____

II. *President's Time*

- A. Introduction of visiting Rotarians
- B. Introduction of guests
- C. Reminders
 - upcoming projects/special programs
 - greeters for the next two weeks
 - program for the next week
- D. Business
- E. New members
- F. Congratulations
- G. Review of newspaper articles on members or the club
- H. Birthdays
- I. Anniversaries
- J. Honors
- K. Rotary info
- L. Paul Harris quote
- M. Announcements
- N. Special feature

III. *Program*

- A. Chairperson
- B. Speaker-encourage to use the microphone

- C. Subject
- D. Closing remarks

IV. *Raffle*

Projects and Fundraisers

We are now going to turn to calendaring projects and fundraisers.

First I hope all of you have made a commitment to attend as many club events, fundraisers, projects and socials as possible. Your club members will take notice.

Below are charts to assist with calendaring projects and fundraisers.

Fundraisers

Our club will have the following fundraisers in 20__-__:

Fundraiser	Date last year	Date next year

We will **dedicate** the following club meetings to discuss and/or plan the following fundraisers. This may be especially important for new fundraisers.

Fundraiser	Club Meeting Date

To do:

- Mark your project dates on your calendar. *Done*

- Mark any meetings you want to devote to them. *Done*

Projects (Service and Vocational)

Our club will have the following projects in 20__ - __:

Projects	Date last year	Date next year

We will **dedicate** the following club meetings to discuss and plan the following projects. This may be especially important for new projects.

Projects	Club Meeting Date

To do:

- Mark your project dates on your calendar. *Done*
- Mark any meetings you want to devote to them. *Done*

Away Games

Calendar District Events

Your District will offer several education sessions, including seminars on The Rotary Foundation, Membership, Public Relations, Presidents Elect Training Seminar, District Assembly (club officer training) and District Conference. Each of these will provide valuable information for

your club officers, directors, committee chairmen and members. Many times the seminars are led by professionally trained Rotary speakers.

Please do not discount the importance of these meetings. It is important to create or maintain a club tradition of attendance at District events and the only way to do that is for each club president to create an atmosphere in which club leaders and members are eager to attend.

You will have the most influence on your members to attend District meetings and events. Attendance is important not only for the personal growth of your members, but for the success of your club. The Rotary education at these meetings is essential for the proficient execution of club officer, director and chairman duties. For example, it is important that club presidents be completely familiar with Rotary before they take office. It's too late to absorb Rotary information while simultaneously being tasked with leading a club. The stronger your club officers, directors, chairmen and members are the stronger the club is as a whole.

The intangible that the District events provide is an appreciation of the magnitude of Rotary, from the club to the District to the International level. It is truly at this level that Rotarians appreciate that Rotary is more than just community service; but that there is an awesome international impact that Rotary makes on people we help but will never know.

If your club does not have a tradition of club officers, directors, chairmen AND members attending District events, add it to your list of goals for the year. Let your year be the year the tradition begins.

To do: Mark the dates of your District meetings and events on your calendar. *Done*

District Events

Tentative Dates-subject to change

Event	Dates
20__ District Conference	
District Assembly	
20__ RYLA Camp	
Membership Development Seminar	
Foundation Seminar/Future Vision Qualification	
Public Relations Seminar	
Midyear Checkup	
20__ RYLA Applications	
20__ District Conference	

20__Ambassadorial Scholarship Application	
Incoming GSE Team	

Rotary International Convention

If you have the opportunity, attend an RI convention. It is an inspirational international experience. You will come back renewed and invigorated from mingling and sitting with Rotarians literally from all over the world in workshops that describe the good deeds of Rotary in such a way you can't wait to spread the word through your Rotary deeds and actions.

The Game Program

Club Newsletters

Do you have a monthly newsletter? weekly newsletter? both? Do you use Constant Contact, Mailchimp, or a similar service? All of these services are similar and amazingly affordable, so check it out. ClubRunner and Dacdb also have the ability to publish a newsletter. These resources create an easy means in which you can communicate with your members and attach documents.

Weekly Reminder of Upcoming Speakers

Be mindful that just announcing who the upcoming speakers are week to week, while helpful, will likely not be remembered. For sure, you and your program chair will be able to recite several weeks of speakers, but the average club member won't remember much past the meeting where it was announced. So, a weekly reminder, whether by newsletter or email, is a good idea.

To do: Calendar the target dates for your newsletters, whether it is weekly or monthly. *Done*

Making Sure the Bases are Covered

Club Finances

Let's change gears and move to club finances. I'm sure you don't need to be reminded that the buck stops with you when it comes to being a good steward of your club funds. Your club members don't want to hear that the treasurer messed up or that the treasurer is the one who did not get the

bills out on time. I understand it's a volunteer organization and it's hard to ride volunteers, but you need to be mindful that the buck does stop with you.

Budgets

You need to prepare and present two types of budgets, one for administrative items and one for charitable activities. I think the administrative budget is self-explanatory. A sample follows:

INCOME	BUDGET	ACTUAL
	20__-__	20_____
Meals 48 wks X \$8.25 X 65mem		
Membership dues		
RI \$___/mem		
District \$___/mem		
Club \$___/mem		
Magazine Income \$___/mem		
Initiation fees		
Advertising-bulletin		
Misc		
Instal Banq		
Socials		
TOTAL INCOME		
EXPENSES		
Advertising & Promotion		
Badges & Engraving		
New Member Expense		
Bank Fees		
Club Bulletin		
Club Assembly		
Dues Paid to District		
Insurance for Interact		
Dues Paid to RI		
RI Magazine subscriptions		
Flowers & Gifts		
Insurance for our club		
Meal Costs		

Misc Exp
Postage
P.O. Box Rent
Instal Banq
Printing&Stationery
Office Supplies
Regalia & Banners
Socials (out of pocket)
Vocational Expense

Rotary Info Programs

Ambass Scholarship
RI Convention
Public Relations
Century Club
New Member Orientation
Caring

Charities

The charitable budget keeps you on track as the year progresses and gives you a framework to evaluate the unplanned, but sure to come, charity requests during the year. Having a budget lets you set your charity priorities and make sure you are able to meet them throughout and at the end of the year. We are all inundated throughout the year with charity requests. Without a charity budget, your on the spot donations may jeopardize your ability to fund projects later in the year.

Last year, our club made the following charitable donations:

Name: _____	Amount: \$ _____
Name: _____	Amount: \$ _____
Name: _____	Amount: \$ _____
Name: _____	Amount: \$ _____
Name: _____	Amount: \$ _____
Name: _____	Amount: \$ _____

To do:

- Ask your treasurer for a current club year to date income statement and the most recent year end income statement. Make sure these statements have enough detail to assist you in preparing your administrative budget. *Done*
- Develop your administrative budget. *Done*
- Then, create your first draft of a charity budget. *Done*

Billing

One of the things you need to do immediately is to make sure your club is billing correctly for RI and district dues. Check (1) the RI website to determine the current amount of RI dues and (2) with your district treasurer concerning the district dues. If your club has not evaluated its expenses in a few years, you might want to do so to make sure your club dues are at an appropriate level.

To do:

- You or your treasurer: determine the amount of RI dues so you can accurately bill in July. *Done*
- You or your treasurer: determine the amount of district dues so you can accurately bill in July. *Done*
- Send out first quarterly billing timely. July 1 begins a new billing quarter. If you want to be ahead of the game, meet with the outgoing and incoming Treasurer to arrange for the billing to go out in June. *Done*
- Mark the date on your calendar that you plan to have your administrative and charitable budgets completed *Done*
- Begin a draft of the agenda for your first board meeting and be sure to include a discussion and approval of these budgets. Don't let the first board meeting go by without approving these budgets. Your members may look unfavorably on late budgets. *Done*
- Mark July as the deadline to remit your RI dues. RI will revoke club charters if the dues are more than 6 months delinquent. *Done*

Pre and Post Game Analysis

Club Assembly

Unlike the monthly business meeting, the club assembly is held three times each year. This is an absolute must in July, the beginning of the Rotary year. It's your opportunity to review the annual goals, the committee assignments, the budget, calendared dates, etc. with your club members.

You should also have a club assembly in January to review your accomplishments to date and review the plans for the second half of the Rotary year. It is also important to have a club assembly at the end of the year too to review all of your accomplishments.

To do: Calendar the dates in July, January and May/June for your club assemblies. *Done*

Team Reports

RI Reports and Dues



Calendar the end of July and end of January to turn in your RI semiannual report and dues. RI has strict rules on late payments. Charters really will be revoked if your dues are not timely paid; it is not just a threat.

To do: So make sure your secy and treasurer take care to turn this in on time. *Done*

Income Tax Return

All clubs must file a return, even if it is only informational and no taxes are owed. Let me say that again, all clubs must file a federal tax return. The return is due on November 15.

To do: So calendar this date and a reminder date to start working on the return and gathering information for the tax preparer. *Done*

Presidential Citation

The Presidential Citation is generally due on March 31.

To do: Check the criteria for the year applicable to you to determine the date the application must be **received** by the District Governor. Mark that date and a reminder date on your calendar.

Done

District Awards

To do: Check the criteria to see the date the application must be **received** by the District Governor, mark that date and a reminder date on your calendar. *Done*

Club Awards

To do: Mark the dates on your calendar to determine the award winners and order the awards.

Done

The Winning Celebration

Calendar Fellowship

Fellowship was one of the prime reasons Rotary was founded. It may get lost as a purpose in our focus on service projects. So don't forget fellowship. It's an important aspect of membership. Be mindful of how much of the fellowship time you infringe on when starting your meeting. Many members are there for networking and if you don't allow sufficient time for fellowship you members will not last.

To do: Take a look at the club calendars for the past few years to get ideas for socials next year.

Done

Our club will have the following socials in 20__ - __

Socials	Date last year	Date next year

To do: Calendar tentative dates for your socials. *Done*

Special Events

Paul Harris Fellows, New Member Induction, Rotary Minute, Club Newsletter

I would like to make Paul Harris Fellow presentations on/at:

- Business Meetings
- DG Visit on _____, 20____
- in November in honor of Foundation Month
- in February in honor of Rotary anniversary
- at Installation Banquet
- Club Anniversary Celebration

I would like to have new member inductions at:

- Business Meetings only
- whenever have a new member

I would like to have a Rotary Minute

- at each meeting
- monthly
- quarterly
- at special meetings
- in each club newsletter

Here's a Worksheet created by RI. It's an excellent tool.



Club leaders should use this worksheet to create their club's own club leadership plan. The strategies listed below are common ways for clubs to adapt the best practices of effective Rotary clubs to suit their needs. The RI Strategic Plan, the *Planning Guide for Effective Rotary Clubs*, and the Recommended Rotary Club Bylaws are based on these best practices. Use this worksheet as an opportunity to gather and review all of your club's official documents and make any necessary changes or updates.

Rotary Club of

Name of club president:

Rotary year of office:

Best Practices Checklist

- Our club has developed a strategic plan that addresses the club's long-range goals, for the next three to five years, including those related to service projects, membership, The Rotary Foundation, public image, and leadership development. (Use a separate sheet to describe how the club will carry out its activities in each of these areas. Attach it to this worksheet.)
- The club has completed the *Planning Guide for Effective Rotary Clubs* to set annual goals for the upcoming Rotary year that support the club's long-range goals.
- Club assemblies have been planned for the following dates to prepare for the upcoming year and keep club members informed:

- 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:
- The club has developed a communication plan so that all members are informed.
- The club has developed a system to ensure continuity in leadership, including officers, committees, and long-term service projects. The system addresses
- Succession planning
 - Documentation of procedures
 - Decision making
- The club has amended its bylaws to reflect its structure and practices.²
- All members have reviewed the bylaws.
 - All members have been given the opportunity to suggest changes.
- Fellowship activities have been planned for the year. (Use a separate sheet to describe them, and attach it to this worksheet.)
- Weekly meetings include time for networking and socializing.
 - Club activities include family members.
 - Members provide input on social activities.
- The club has developed a system for keeping all members active in the club.
- All members have been appointed to a committee.
 - All members are involved in a service project.
 - New members have been assigned activities to help them get involved.
- The club has developed a comprehensive training plan.
- President-elect attends PETS on _____.
 - All incoming club leaders attend district 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 _____

² Check that your club is using the latest version of the [Recommended Rotary Club Bylaws](#). Outline any enhancements to the bylaws on a separate sheet and attach it to this worksheet.

The club has established committees that support its needs.

Our club has the following committees:

- Administration
- Membership
- Public relations
- Service projects
- Rotary Foundation
- _____
- _____
- _____

Club board of directors receives club committee reports every _____ .

Conclusion

So I hope that through this workbook, you have at least a framework for the calendar of your year. It's just a draft and will likely need to be revised. Best of luck in your year as president.



May 3, 2013