



A BRIEF LOOK AT YOUR JOB AS CLUB PRESIDENT ELECT

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

- Consult the current club president on the present status of the club.
- Serve as a director on the club's board.
- Appoint committee chairs and a trainer for your year.
- Supervise preparation of club budget.
- Create an account on My Rotary
- Encourage incoming club officers to attend District Training Assembly.
- Attend Presidents Elect Training Seminar, District Training Assembly and District Conference.
- 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 (RI).

■ PLANNING YOUR YEAR

(as President Elect)

Work with your club's leadership team to set GOALS for your year as club president and after. Depend on the Strategic Planning Guide to develop GOALS and ACTION PLANS. In 2017, Rotary adopted a new Vision Statement to guide the organisation into the future: "Together we see a world where people unite and take action to create lasting change – across the globe, in our communities and in ourselves." Use this as a guide to set your GOALS.

Goal setting

- Develop and evaluate your club's Strategic Plan making sure it is cur-

rent and relevant.

- Set annual goals in Rotary Club Central - building towards your club's long-range goals.
- Create an action plan for each goal.
- Attend training events to develop goals with your leadership.

Strategic planning

This is a long-term commitment requiring the support of all club members. Goals of the club should be aligned to Rotary's Strategic Plan. Clubs following Strategic Planning report higher levels of member engagement, retention and satisfaction. Engaged members lead to more success at achieving goals.

Set annual goals

Meet your Assistant Governor. Examine past club trends and current practices. A 5 years' history of club's performance is available on Rotary Club Central. The leadership team of the club will carry out the club's plans, so you may involve the team in goal development, too. Survey club members to find out what members like about the club, and what they would like to change in the club. Review results with club leadership team to determine the course of action to be taken.

Goals should be specific, measurable, attainable, realistic and time specific.

Set and track annual goals for membership, service, public image and The Rotary Foundation giving in Rotary Club Central – view progress using trend graphs and reports. Review goals to see if they need to be adjusted.

The president, secretary, treasurer, membership chair, The Rotary Foundation chair and executive secretary can set and edit goals in Rotary Club Central for their term of year, starting from the year before they take office and ending the year after. However, all club members can view and track club achievements on My Rotary.

Once goals are defined, continue working with club leadership team to plan how to achieve them. Involve all members in implementing the club's action plans.

Rotary citation

This helps many clubs to strengthen operations and engage members. Clubs have the entire year from 1st July to 30 June to achieve the goals. Club officers can use their management systems and other Rotary applications like Rotary Club Central, Rotary Ideas and Rotary Showcase to record and track progress towards the Rotary Citation.

Evaluating goals

Talk to members to identify strategies that have been effective – share these insights with club president elect and president nominee. Review long term and annual goals with assistant governor and district governor when they visit the club.

LEADING ROTARIANS

- ◆ Prepare your club's leadership team for the forthcoming year.
- ◆ Appoint club committee chairs based on skills and report them on My Rotary.
- ◆ Identify the types of support offered by the district.
- ◆ Provide continuity of leadership in the club and its committees.

Leadership team

The leadership team of the club includes club's board members as well the club trainer, sergeant at arms and committee chairs.

Encourage club leaders to attend district training meetings to prepare for their roles. **The club board consists of president, president elect, secretary, treasurer and immediate past president and if elected, a vice president may also serve on the board.** Officers and directors must be members in good standing.

Board's responsibilities

Meeting with the club board is an important part of the role of the President. Explore ideas, evaluate progress, take decisions about new members, club practices and other matters affecting the entire club. The board of directors –

- ◆ Oversee the work of all club officers and committee members
- ◆ Review the monthly report of all club finances to make sure the budget includes realistic amounts for club operations and projects; approve all expenditure not accounted for in the club budget.
- ◆ Approve or reject proposed and other prospective club members, including online membership leads within 30 days.
- ◆ Review club policies to ensure they are being implemented as intended and revise them if they are no longer current.
- ◆ Think of innovative ways to make the club more flexible, vibrant, attractive to new members and engaging to current members.
- ◆ Explore needs of the community and communities abroad to establish club goals.

Club secretary is responsible for administering most day to day club operations

Club treasurer has to be met with reg-

ularly to ensure club funds, transactions and reports are being handled properly. The treasurer manages club's financial transactions, keeps financial records and helps plan the club budget.

Sergeant at arms is responsible for maintaining orderly and effective Rotary club meetings, including acting as greeter and usher.

5 Standing committees (as per Club Leadership Plan – CLP)

- ◆ Club Administration
- ◆ Membership
- ◆ Public Image
- ◆ Service Projects
- ◆ Rotary Foundation

The chairs of these committees should be appointed based on professional abilities, personal interests and talents. Committees plan, promote and implement activities and projects to meet the club's annual and long range goals. The president elect will work with them to help achieve the goals and develop leaders within the club. To maximize the potential of the committees and encourage their continued effectiveness:

- ◆ Review and discuss the status of each committee's action plan
- ◆ Coordinate the sharing of ideas and actions among committees
- ◆ Motivate committees to be innovative and take on new challenges

Succession plan – by developing a working plan with the president elect's successor, continuity will be fostered in the leadership team.

Please ensure that club members have the tools, resources and information they need to achieve goals of the club and of Rotary. All members can take courses in the Learning Centre to improve Rotary knowledge.

■ RUNNING YOUR CLUB

As a president you have to see that the club runs efficiently and effectively. Take the help of My Rotary for resources. When in doubt, contact Assistant Governor, Zonal Secretary and Club and District Support Representatives who can answer questions. As president elect, learn about club policies and procedures, by reviewing the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws. Work with club leaders to update the Club Constitution and Bylaws.

What is a Rotary Club of good standard?

- ◆ Pays per capita dues to RI
- ◆ Meets regularly as per RI Constitutional documents
- ◆ Ensures members subscribe to one of the official magazine of Rotary
- ◆ Implements service projects that address the needs of the local communities and communities in other countries.
- ◆ Accepts visits of AG, DG and other officers of RI
- ◆ Acts in a manner consistent with RI Constitution and Bylaws and the Rotary Code of Policies
- ◆ Pays RI membership and district dues without outside assistance
- ◆ Keeps membership list current in Rotary's database by using My Rotary or one of the club management system vendors
- ◆ Resolves club disputes amicably
- ◆ Maintains cooperative relations with the district
- ◆ Co-operates with RI by not initiating or maintaining litigation
- ◆ Follows and completes the election review process established in the Rotary International Bylaws.

■ RUNNING YOUR MEETINGS

Though managing the club is the board's

responsibility, you are responsible for planning and running engaging meetings, so your leadership is vital.

As president elect you are supposed to:

- ◆ Appoint and meet with club administration committee.
- ◆ Plan engaging and "fun" club meetings, board meetings and club assemblies.
- ◆ Oversee club's reporting requirements and make sure updates to membership list are made within 30 days.
- ◆ Prepare for visits from Assistant Governor (AG) and for District Governor's (DG) visits.

Club Assembly – how many in a year?

1. Immediately after District Training Assembly
2. After 1st July
3. Two weeks before District Governor's Visit
4. One in January/February
5. One in April/May

Show flexibility

- ◆ Plan at least 2 meetings a month.
- ◆ Try a different meeting day and time.
- ◆ You can count service projects or social events as meetings.
- ◆ Choose an online and meet in person format.
- ◆ Take alternative membership types – associate, corporate, family – they must be reported as "active" members and collect RI membership dues from them.
- ◆ Offer dual membership for Rotaractors who meet the qualifications.

■ STRENGTHENING YOUR CLUB MEMBERSHIP

Engaged and active club members make it possible to serve communities

at home and around the world. Engaged and active members make the club a "fun" place for all other members. Such a club reflects diverse professions and cultures of the community. Diversity promotes innovation and provides skills and experience to make positive changes in the community. Before taking office these are what you need to do:

- ◆ As president elect, appoint and meet committee members
- ◆ Report them on My Rotary and encourage their attendance at the district membership seminar
- ◆ Assess the club's membership and analyse trends
- ◆ Assess members' satisfaction with the club and work with the leadership team to increase the club's flexibility
- ◆ Set annual membership goal in Rotary Club Central, aligning your goal with that of district goal
- ◆ Promote training for members – old and new
- ◆ Sponsor a new club in our area
- ◆ Invite alumni to club events and activities so that you may engage them

■ PROMOTING ROTARY

We Rotarians are integral parts of Rotary's story. As a president you have the opportunity to build relationships with club members, help to connect their diverse perspectives and vocational expertise to make a positive difference in the community. Your job is to tell the Rotary story of your club to promote your club, attract new members and get community support.

As the president elect please do the following:

- ◆ Select and meet with the public image committee
- ◆ Work with the public image committee to develop a communications plan

- ◆ Review the club's current public image initiatives on Rotary Club Central.
- ◆ Ensure the club is planning projects and activities to show how your members are people of action who make an impact
- ◆ Set your club's public image goals using Rotary Club Central
- ◆ Before you begin your year as president, help the public image committee to develop an action plan that identifies the audience, strategies and tools as well as the projects and activities that they will promote

During the year you will have to help the public image committee to implement and evaluate the club's public image efforts.

Suggest to your club's public image committee to visit the Learning Centre of the Rotary International website and to take the Basic Course as it will be very helpful for them.

■ THE ROTARY FOUNDATION

The mission of The Rotary Foundation (TRF) is to enable Rotary members to advance world understanding, goodwill and peace through the improvement of health, support to education, and alleviation of poverty. The support of your club to TRF will make a big difference in the lives of people around the globe.

As you know, TRF helps fund our humanitarian activities from local service projects to global initiatives. TRF also leads the charge on worldwide campaigns such as eradicating polio and promoting peace.

As the president elect:

- ◆ Appoint and meet The Rotary Foundation Committee.
- ◆ Review your club's involvement with Foundation programmes using Club Central
- ◆ View your club's trends in financial contribution to the Foundation in Club Central
- ◆ Set your club's goals for financial contribution and programme participation in Club Central before the year begins. Set your club's goals for financial contribution and programme participation in Club Central before the year begins.
- ◆ Work with the current club president to understand and agree to the club Memorandum of Understanding (MOU) and its Addendum, if any.
- ◆ Work with TRF committee to ensure that your club qualifies to apply for Rotary grants.

■ YOUR PROJECTS

The top two reasons why people join Rotary are to give back to their local community and to connect with friends.

When your Rotary club takes action, you will engage club members and show your community how Rotary creates positive change.

Here are the services responsibilities of president elect:

- ◆ Select and meet your service projects committee members.
- ◆ Assess your club's current projects using Rotary Club Central.
- ◆ Determine service goals using Rotary Club Central.
- ◆ Work with your committee to determine whether projects in progress will continue into next year.

Rotary offers a broad range of humanitarian, intercultural, and educational programmes to help clubs and districts achieve their service goals through five Avenues of Service:

- ◆ Club Service
- ◆ Vocational Service
- ◆ Community Service
- ◆ International Service
- ◆ Youth Service

Projects provide an opportunity for members to network, have fun, and learn from experience. Involve all members in projects. The Rotary's Areas of Focus Guide provides examples of projects in each area.

The Rotary's Areas of Focus course in the Learning Center includes presentations to help educate members about our causes. The Rotary's Areas of Focus guide provides examples of projects in each area.

The six areas of focus are:

- ◆ Peace and conflict prevention / resolution
- ◆ Disease prevention and treatment
- ◆ Water and sanitation
- ◆ Maternal and child health
- ◆ Basic education and literacy
- ◆ Economic and community development

Do remember to use **Community Assessment** Tools when you settle on a project idea.

This is, in brief, an overview of the work you could do while you serve as president elect of your club so that when you take up the position of club president, you will find it easy to run the club.