

Club Presidents/Presidents-Elect – a month-by-month guide

Congratulations! You have been chosen by your club to serve as President and lead your club through another successful year! Rotary International and District 7390 have developed many resources to assist you in navigating your term as President. This month-to-month guide will provide an overview of important information to help you prepare for this Rotary year.

January – Six Months Until the Start of your Presidency

- Set your goals (Members & Engagement, Rotary Foundation Giving, Service, Young Leaders, and Public Image)
- Share your goals with the Club
- Discuss committee chair positions and Club officers
- Attend District Grant Training and complete all 4 training quizzes
- Submit a Memorandum of Understanding- MOU (if you are applying for a grant)

February – Five Months Until the Start of your Presidency

- Attend PELS (President Elect Learning Session)
- Prepare a Budget for the upcoming Rotary year.

March – Four Months Until the Start of your Presidency

- Attend the DLA (District Learning Assembly)
- Complete the Club President Course in the Rotary Learning Center
- Submit the Form of Grant Intention (if you plan to apply for a grant) by 3/15

April - Three Months Until the Start of your Presidency

- Attend District Conference
- Submit the District Club Grant Application by the end of April

May - Two Months Until the Start of your Presidency

- Finalize your goals and be ready to enter at www.rotary.org on July 1
- Finalize your list of Committee Chairs and be ready to enter them at www.rotary.org and www.rotary7390.org or on your Club website
- Encourage Club officers/committee chairs to complete their respective Courses in the Rotary Learning Center.

June - One Month Until the Start of your Presidency

- Attend the District Installation Event

July – Transition Month

- Make sure your Club Secretary has entered your information in the RI website as the President
- Enter your goals (Members & Engagement, Rotary Foundation Giving, Service, Young Leaders, and Public Image)
- Enter all Club officers/committee chairs in your Club website and RI website
- District dues invoices will be emailed toward the end of the month
- RI dues invoices will be emailed to the club President & Treasurer (make sure the name of the treasurer is entered in the RI website)
- Attend Monthly meeting with the DG and AGs

August – Membership & Extension Month

- Invite a friend to a meeting or host an Open House!
- Start advertising RLI (Rotary Leadership Institute) held in October
- Promote Youth Exchange in your schools and community
- Plan Pints for Polio Event on or around 10/24
- Attend Monthly meeting with the DG and AGs

September – Basic Education & Literacy Month

- Send Four-Way Test Essay & Speech Contest Information to your local schools
- Final registrations for RLI (Rotary Leadership Institute)
- Plan a fundraiser for the Rotary Foundation (November is TRF month)
- District dues invoices are due
- Attend Monthly meeting with the DG and AGs

October – Economic & Community Development Month

- Attend RLI (Rotary Leadership Institute)
- Youth Exchange Applications Due
- Pints for Polio Event if you are planning one
- Attend Monthly meeting with the DG and AGs

November – The Rotary Foundation Month

- Attend the Annual D7390 Rotary Foundation Dinner
- Start promoting attendance at RYLA (June) in your school District
- Attend Monthly meeting with the DG and AGs

December – Disease Prevention & Treatment Month

- Work with the Club Secretary to update the membership list. Club dues will be billed by Rotary International in early January based on 12/31 Club Roster.
- Start promoting attendance at RYLA (June) in your school District
- District Club Grant Progress Reports due
- Attend Monthly meeting with the DG and AGs

January – Vocational Service Month

- RI dues invoices will be emailed to Club Presidents & Treasurers (Make sure your treasurer is listed in the RI website)
- Continue to promote the Four-Way Test Essay & Speech Contests & RYLA Registration
- Attend Monthly meeting with the DG and AGs
- Remind your President-Elect to register for PELS
- Attend Monthly meeting with the DG and AGs

February – Peace and Conflict Resolution Month

- Register for the District Conference
- Attend Monthly meeting with the DG and AGs

March – Water and Sanitation Month

- Registration deadline for the Speech & Essay Contests
- Attend Monthly meeting with the DG and AGs

April – Maternal & Child Health Month

- Registration deadline for RYLA
- Attend District Conference
- Attend Monthly meeting with the DG and AGs

May – Youth Services Month

- District Club Grant final Report due
- Attend Monthly meeting with the DG and AGs

June – Rotary Fellowships Month

- Attend the Closing RYLA banquet
- Attend the DG Installation Event
- Work with the Club Secretary to update the membership list. Club dues will be billed by Rotary International in early July.
- Attend Monthly meeting with the DG and AGs

Congratulations on a successful year leading your club!