



2007 Presidents-Elect Training Seminar



Who Are You?



Where Are You Going?



What Have You Done So Far?

- Prepare draft agendas for club meetings and board meetings as much as possible.
- Meet with program chair and sketch out program schedule.
- Prepare 52 week calendar.
 - Daily Calendar, pages 1-12



Who's Going To Help You?

Committee Categories

The RI Club Leadership Plan recommends appointing five committees to carry out your club's annual goals:

- Membership
- Club public relations
- Club administration
- Service projects
- The Rotary Foundation



Organizing Committees

- Effective Committees
- Organizational Chart
- Definition Sheet, page 14
- Club Service Plan
 - Sample, page 15
 - Various worksheets in RI President's Manual to help develop



Committee Commitment Sheet

- Sample, page 16
- Excellent planning tool
- Every member to fill out well in advance of Rotary year.
- Allows club members to volunteer for projects and chairmanships that are of interest to them.
- New members to fill out ASAP.



Club Roster

- Insert a disclosure on your club roster that the roster is to be used for Rotary purposes only, not for any other type of contact, political or other solicitation.



What Kinds of Reports Do You File?



To RI:

- Semiannual (7/1 and 1/1) reports to pay RI per capita dues and report membership
 - Dues include general liability insurance
 - Insurance Certification Form on RI website (www.rotary.org→downloads→club-district support→insurance)
- Changes in membership or in officer or meeting information
- Information for the *Official Directory*



Club Reporting Requirements

To The Rotary Foundation:

- Use of Rotary Foundation funds
- The Rotary Foundation Fund Development Club Goal Report Form

To District:

- Monthly attendance report
- Annual dues (7/1)
- File District Simplified Grant Reports
- Changes in membership (same as send to RI)
- Midyear Checkup-make it entertaining. Saturday in January.



Where's the Money?



- Work closely with the club treasurer.
- Ensure club dues are sent to RI and the District timely.
- Develop a budget and use it. Budgets for administration and for charitable donations.
- Keep member costs reasonable.
- Perform annual audit.
- Prepare financial report to members.



Weekly Meetings: Administration

- Be prepared
- Watch the clock
 - begin and end on time
 - make sure give speaker adequate time
 - control announcements
 - devote meeting to important/major projects to avoid lengthy announcements and discussion
 - start early if lots of announcements
 - consider fellowship time
 - waitress time



Weekly Meetings: Administration

- Various Forms-on district website
 - Agenda, pp. 17-20 of the handout and p. 51 of Pres. Manual
 - Guest Sign-in Sheet
 - Program Suggestion Form
 - Member Program Assignments Letter
 - Speaker Confirmation Letter
 - Bids for change in location
 - Monthly Member Sign-in Sheet
 - New Member Induction, pages 21-25



Weekly Meetings: Administration

- Greeters at Registration Table
 - Excellent opportunity for new members to get acquainted with club members
 - Valuable assistance to Secretary
 - Beneficial for existing members



Weekly Meetings: Programs

- Holidays
 - important consideration in scheduling speakers
 - on and near meeting dates
 - Holiday Schedule on the daily calendar, pages 1-12



Weekly Meetings: Programs

- Have a contingency plan, i.e. RI video, member vocational program, etc.
- Plan well in advance
- Interesting, relevant programs, i.e. club activities, recent events, Rotary Calendar, Rotary Info, Vocational, etc.



Weekly Meetings: Rotary Info Programs

Power Point: 12 Centennial PPT presentations, including one on Rotary's role in the creation of the UN.

www.rotary.org/centennial/spotlight

Rotary Minute: [www.rotary6840](http://www.rotary6840.com/newsletters) → newsletters → club service bulletins

- Rotary History
- Annual Rotary Themes
- Rotary Firsts
- Rotary Tradition of Nicknames
- Women in Rotary
- Rotary Anns
- Club Singing
- History of the Four Way Test
- Lessons in Rotary Geography
- Rotary's Float in Rose Parade
- RIBI
- Rotary's Birthplace-Room 711
- Unusual Makeups
- Paul Harris' Life



Weekly Meetings: Rotary Programs

- University Teacher Grant Recipients
- RYLA participants
- Ambassadorial Scholar
 - District 6840 scholars that are back
 - Scholars studying in our District
- GSE Teams-Incoming and Outgoing
 - make sure request to be part of GSE Itinerary



Weekly Meetings: Official DG Visit

- Turn in Plan for Effective Clubs prior to visit
- Remind members constantly over several weeks
- Make sure date announced in Club Bulletin
- Determine if special recognitions will be given, i.e. Paul Harris Fellows
- DG to be the only speaker



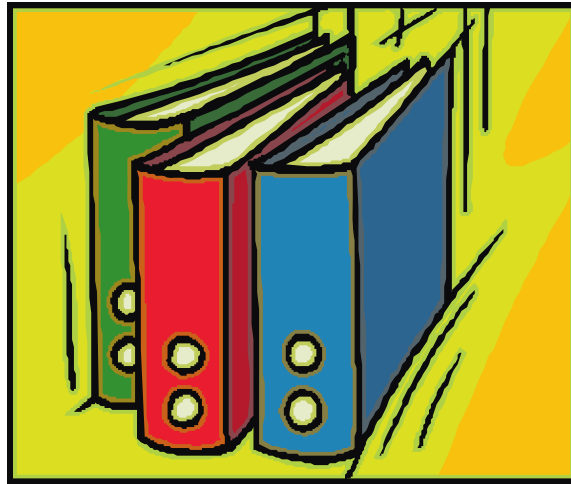
Weekly Meetings: Celebrations

- Club Anniversary
 - Formal or not
 - Program on club history
 - Clubs with milestones, page 26
- Paul Harris' Birthday
 - April 19
 - Program or Rotary Minute on his life
- RI Anniversary
 - Feb. 23: 103rd Anniv
 - Now called “World Understanding Day”
 - Program or Rotary Minute
- Rotary Foundation
 - November: The Rotary Foundation Month
 - Special Speaker
 - Power Point



Board Meetings

- Be prepared
- Agenda, pages 27-28
- Notebook for Directors



Club Bulletin/Newsletter

- President's Responsibility: Informed Membership
- Include Rotary info, club info and club activities-see District Newsletters
- Motivational/Inspirational material
 - Volunteers Live Longer
 - New Year's Poem
 - Anna Quinlan's Commencement Address
 - Erma Bombeck: Vision of Hope
 - See District Newsletters Index on District Website



Public Relations

- Appoint a club public relations committee.
- Ensure that club projects and activities will attract positive media attention.
- Seek publicity for successful service projects.
- Serve as club spokesperson or identify a fellow club member to do so.



Fellowship

- Time at weekly meetings
- Socials, formal and informal



Resources

- RI
 - RI Rep-See District Directory
 - *The Rotarian*
 - Official RI Directory
 - www.rotary.org
 - *Rotary World*
 - *Rotary Newsbasket*
 - RI & Vendor Catalogs
 - *The Manual of Procedure*
- RI email subscriptions:
 - See November 2005 District Newsletter
- District
 - Website, pp. 29-41
 - District Directory
 - District Newsletter
 - District Resource Guide
 - list of club projects
 - on District Website
 - Club Service Bulletin



Mentor Your PE

- Be visible
- Gather club docs, minutes, budget, etc all during the year
- Give vocational program
- Chair a visible project

