

## **DUTIES & RESPONSIBILITIES OF CLUB PRESIDENTS**

The President is the top most officer chosen to guide and improve the operational aspects of the Club. The entire gamut of service and club activities are solely dependant on the skills and dynamic leadership of the club president.

### **A SUCCESSFUL PRESIDENT SHOULD**

- Take charge on July 1<sup>st</sup> irrespective of formal installation.
- Posses working knowledge of Club Constitution and Bye Laws.
- Hold the First Club Assembly early in the year to discuss future plans. Annual budget should be discussed in this meeting.
- Preside over all Club Meetings and see that all Board Meetings and Club Assemblies are well planned and conducted.
- Hold first Board meeting in the first week of July and besides the discussion about the program and the project, must approve budget for that year.
- Make certain that each Committee has definite objectives. Keep a check on their functioning and ensure that the targets fixed under specific projects are fully met.
- Handle correspondence promptly.
- Accord full cooperation to DISTRICT GOVERNOR and fully support his programmes.
- Review information and suggestion from Governor's Secretariat and use them appropriately.
- Read important information from ROTARY WORLD, ROTARY NEWS, THE ROTARIAN & GOVERNOR'S MONTHLY LETTERS to Members and committees.
- Make certain that your Club is properly represented at all District Events.
- See that SEMI-ANNUAL DUES, RI DUES, DISTRICT FUND, MAGAZINE SUBSCRIPTION contribution are remitted on time.
- Ensure proper accounting of Club's finance and arrange for annual audit.
- Send regularly the monthly Club Activity report and other correspondence to Assistant Governors, District Secretariat and Concerned District Committee Chairman before 5<sup>th</sup> of every month.
- Undertake useful projects covering all the FOUR AVENUES OF SERVICE, giving emphasis to special months as recommended by ROTARY INTERNATIONAL.

- Keep MANUAL OF PROCEDURE, PRESIDENTS WORK BOOK, RI & Club constitution & Bylaws.
- Confer with and guide your successor before laying down Office and arrange a joint meeting to ensure continuity.

### **AS PRESIDENT-ELECT**

Till 30<sup>th</sup> June

1. Develop goals and appoint committee chairs.
2. Include the following additional Directors in the Board of Directors of the Club for the Rotary year.
  - a. Director : District Priorities
  - b. Director : Rotary Foundation
3. Prepare next year's club budget and review the status of continuing club projects.
4. Encourage all incoming club officers and new members to attend the district assembly.
5. Hold the first meeting of the board – elect immediately after the PETS.
6. Set the club's annual giving goal to The Rotary Foundation, taking into account the "Every Rotarian Every Year" campaign.
7. Review the status of current club projects and how they will affect planning for the upcoming year.
8. Prepare the project reports for matching grant proposals and send them to the District Governor's office.
9. Review the status of current club Matching Grants and ensure progress/final reports have been submitted.
10. Hold club assembly immediately after the District Assembly to discuss plans and projects for upcoming RI theme.
11. Discuss goals set for giving to The Rotary Foundation.
12. Confer with the Secretary and incoming Secretary to update the RI membership database via the web, [www.rotary.org](http://www.rotary.org) / member access, on 1 June so that the July semiannual Report from Rotary International will be up-to-date and accurate.
13. Finalize the Planning Guide for Effective Rotary Clubs and submit it to the district governor-elect or assistant governor before 1 July
14. Finalize the club budget for the coming year.
15. Finalize Rotary Foundation contribution goals for the coming year.
16. Confer with the outgoing president to ensure a smooth transition.
17. Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity.