



Club President Role and Responsibilities





Rotary International is the association of Rotary clubs. Your primary role as club president is to lead your club, ensuring it functions effectively. It is your responsibility to guide your club towards achieving the [Object of Rotary](#) by carrying out activities along each [Avenue of Service](#).





EFFECTIVE CLUBS ARE ABLE TO

SUSTAIN
AND
INCREASE
MEMBERSHIP

IMPLEMENT
SUCCESSFUL
SERVICE
PROJECTS

SUPPORT
THE ROTARY
FOUNDATION

DEVELOP
LEADERS
BEYOND THE
CLUB LEVEL

CLUB LEADERSHIP PLAN

AVENUES OF SERVICE





As President-elect

Your preparations as president-elect will influence what you are able to accomplish once you take office. Before 1 July:

- Review your [*Club President's Manual*](#) and bring it with you to your presidents-elect training seminar (PETS).
- Review your club's long-range goals and set annual goals with your fellow incoming club leaders using the [*Planning Guide for Effective Rotary Clubs*](#).
- Appoint committee chairs.
- Ensure your club leadership team attends the district assembly.





Your Club's Effectiveness

Assess the current state of your club by identifying its strengths and weaknesses and set goals to improve your club's effectiveness. Pay particular attention to

- Your club's membership situation
- Your club's service objectives
- Your club's support for The Rotary Foundation
- Development of future leaders through important district events



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Your Year as President

As club president you should implement and continually evaluate the status of your club's goals and ensure each committee has defined objectives.

After 1 July:

- Preside at all meetings of your club.
- Prepare for and encourage participation at club and district meetings.
- Meet with your board of directors.
- Supervise budget and fundraising plans.





The RI Theme

The RI theme is the RI president's personal vision for his year as president. You will learn the theme for your year during PETS. Think about what the theme represents to all Rotarians and how you will incorporate it into your projects and activities.



RI Theme 2007-08



RI Theme 2008-09





Committees

Appoint the following five committees to carry out your club's annual goals:

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

Consolidate, eliminate, expand, or add sub-committees as necessary.





Club Assemblies

A club assembly is a meeting of all club members, officers, directors, and committee chairs. As president-elect, hold the first club assembly after the district assembly. Club assembly discussion topics include

- Service projects, committee, and club activities
- Annual and long-range goal setting
- Membership growth and retention
- Attendance at district and RI meetings
- The programs of Rotary





The Official Visit

The district governor is required by RI to visit each club in the district. The official visit is an opportunity to ask for guidance with challenges and successes facing your club. The purpose of the official visit is to

- Focus attention on important Rotary issues
- Provide needed attention to weak or struggling clubs
- Motivate Rotarians to participate in service activities
- Recognize the outstanding contributions of Rotarians in the district





Preparing for the Official Visit

To prepare for the official visit:

- Announce and publicize the visit well in advance to your fellow club members.
- Arrange for the official visit to coincide with an important club-wide event.
- Review your club's plans for the year and be prepared to discuss them.





Weekly Club Meetings

It is your responsibility to conduct weekly club meetings. Meetings should be well-organized, punctual, and feature relevant, interesting programs. To ensure effective weekly meetings, you should relate programs to current club projects and activities and use the [Rotary calendar](#) as a guide.





Promoting Rotary Events

To help develop future club leaders, you should promote district and international events. These events include the district assembly, the district conference, the district Rotary Foundation seminar, and the [RI Convention](#). These events promote fellowship beyond the club level and serve as discussion forums for various projects.





Resources

The following resources are available on the RI Web site:

- [*Club President's Manual*](#)
- [PETS Discussion Questions](#)
- [Rotary E-Learning Center](#)



Club President-elect

[Preparing for PETS](#)



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