



President Elect Checklist

Following is a checklist of suggested actions for a Rotary club President Elect. While your *Lead Your Club* manual is an extensive guide, this is meant to support using that tool. This is simply a “guide” not intended to limit activity rather an overview of items that may be helpful to planning for your year in leadership.

- Have a plan for the year! What are your top 3 priorities for the year? Do you need to convene a visioning session?
- Assemble your team! Who will support you in these priorities? Select your board & committee chairs.
- Determine club projects! Do you want to initiate a new service project or continue current ones? How will you decide? Survey? Visioning?
- Raise money! How will you fund your projects? Will you host the same fund raiser(s) or start a new one? Who will lead your fund raising efforts?
- Plan your meetings! What meeting format might excite members? a joke, a quote, a costume, a question?
- Engage and grow members! How will you engage members? What initiative(s) might lead to growth? How can you get your club to represent the community? Might forming a new club be in order?
- Tell your story! Who will club members tell about your club’s good works? How will you tell them?
- Plan ways to support The Rotary Foundation (TRF)! How has the TRF match leveraged members’ contributions to have an impact in your community or the world? Create challenges among members?
- Groom leaders! What is the club succession plan? Who are members you want to prepare for leadership?
- Club governance! What shifts in club operations, financial management, board activity would be beneficial?
- Ensure your goals are entered in Rotary Club Central and update leadership positions in Club Runner.

Imagine!