

## PLANNING CALENDAR FOR 2024-2025

<b>4 months left until you are Club President</b>		<b>Rotary year 2024-2025</b>		<b>You are now the President!</b>	
		<b>2024 July 1-December 31</b>		<b>2025 January 1-June 30</b>	
Become familiar with Rotary Club Central and the RI website		Meet with club treasurer to understand the budget process and see where you have flexibility	Hold your 1st meeting. Set the stage for the year.		Attend Midterms if your District offers with PE and PEN
Read and review your clubs bylaws ,MOP, continuing resolution and budget		Attend committee meetings to understand operations and learn about all aspects of your club	Schedule the 1st Board meeting and establish a year long calendar for board meetings.		At a quarterly Club Assembly review progress toward goals with the club and what's to come
Learn about your club's data base platform and how you might use it to communicate and build a data resource		Attend your District Conference!!	Establish protocol for Board Meetings, communication and conduct and outcomes.		Involve new members and emerging leaders on committees and club activities
Develop and evaluate your club's strategic plan to make sure it's current and relevant		Attend PE Retreat if offered in your District.	Approve the budget, review bylaws and continuing resolutions and annual items		Make sure your PE is registered for midterms and for PETS
Begin recruiting your Board		After the PE Retreat begin to develop your vision for your club and work out format for your meetings	Hold the 1st of 4 Club Assemblies and determine how to include club members in annual plans		Work side by side with your PE and include them in decisions and actions
With the input of your Board, build the yearly calendar that includes celebrations, club assemblies, projects, fundraisers, holidays		Plan your 1st meeting. Set the tone and theme for the year. Intro your Board and Goals.	Make plans for District Governor's visit and make sure everyone knows the protocol and importance including the Board		Inspire every club member to participate in club activities
Consider setting up a Rotary email separate from your personal or business email and determine filing system		Review the District and RI theme or slogan for your year that will help you focus on goals and specific achievements	Make sure important dates, events and projects are posted early and attendance encouraged		Celebrate accomplishments frequently, regularly and consistently
Visit other Rotary clubs to see how they operate, get fresh ideas, take notes - Important!		Get your leadership team to register and attend the District Training Assembly if offered	Prepare for and lead engaging, interesting and fun club meetings, board meetings, and club assemblies - involve others		Lead by example: Propose a new member and encourage each member to do the same - have a goal and strategy
Set up a lunch/coffee with past presidents and ask for advice and their take on successful efforts		Begin entering your club's goals into Rotary Club Central - TRF, Membership, service goals	Implement a plan for regular communication with members, community and the board.		Modernize your policies and procedures, making them flexible to address the needs of today's professionals
Select an advisory team and meet regularly to begin planning for the year (could include past presidents)		Study your club's website, Facebook page and Twitter account. Determine how you might use and how to improve	Create a plan to recognize the accomplishments of club leaders and members		Invite Rotaractors, youth program participants, and local Rotary alumni to help or collaborate on projects - and provide support for their programs
Appoint a leadership committee to plan Club Assemblies four times during the year with a clear purpose and format for each		Select speaker recognition that will help convey your theme, purpose or vision	Cultivate relationships with local media and other organizations		Develop a plan to evaluate the year, work with the next president for a smooth transition and Celebrate the Successes!

	Build common understanding of the purpose and format for a Club Assembly		Plan to attend the RI Convention Singapore May 25-29, 2024		Promote Rotary at every project and event - wear shirts, vests, aprons, etc that have Rotary logo and club		Register your leadership team for the District Conference
	Meet with each member of your new board and set up monthly meetings starting ASAP.				Meet with your Rotary Foundation committee to ensure that your club maintains its qualification to apply for Rotary grants and that reports are submitted on time		Review progress toward the awards criteria for District and Presidential citation
					Ensure that reports on open grants are submitted on time		Review progress toward goals for each Ave of Service and Committee Make adjustments as necessary
					Select your Club's PEN for 2026-2027 by December 31st, 2024		Consider sponsoring a new club, new Rotaract or new Interact Club.
					Implement a plan and regularly evaluate your club's progress toward its goals - provide feedback to the club		Provide updates on Rotary's mission and the club's community efforts to business and civic leaders, young professionals, and other organizations
	<b>KEY</b>				Plan to engage members, involve them in activities, assign them leadership roles, and communicate with them regularly.		Submit data required for District awards and recognition on time with appropriate back up material
	Definitely Do These!				Oct/Nov Support your club's participation in TRF and encourage 100% club involvement.		Sit back and relax as you watch and encourage your PE to take the leadership role. CELEBRATE!
	Strong Leaders do these too!				Create a plan to recognize the accomplishments of community leaders and youth leaders		Celebrate the year by attending the RI Convention in Calgary Canada June 21-25, 2025
	Exceptional Leaders do these as well!				Develop strategies to promote involvement, develop leadership and mentor new members/fireside chat		
					Have a plan if the program speakers cancel at the last minute/ properly introduce and thank the speaker		
					Create a special recognition award for extraordinary accomplishments within and without the club		
					Review awards criteria and assign a member to monitor / collect data		