

Role & Responsibilities



Your role as club president is to lead your club, ensuring it functions effectively. An effective Rotary club is able to

- Sustain or increase its membership base
- Implement successful projects that address the needs of its community and communities in other countries
- Support The Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level

The elements of an effective club can help clubs increase their ability to meet their goals in each Avenue of Service. Implementing successful service projects affects Vocational, Community, and International Service. Increased membership gives a club a greater pool of Rotarians working in each avenue. Supporting The Rotary Foundation affects both Community and International Service. Streamlined processes, better communication, strategic planning, and increased member involvement will improve Club Service. With efficient operations in place, your club can become more effective in conducting its service activities.

As you prepare to help lead your club, remember that your Rotary club is a member of Rotary International. Through this membership, it is linked to more than 33,000 Rotary clubs worldwide and granted access to the organization's services and resources, including publications in nine languages, information at www.rotary.org, grants from The Rotary Foundation, and staff support at world headquarters and the seven international offices.

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Club President Responsibilities

Your responsibilities as club president are summarized below and explained further throughout this manual.

Note: An asterisk (*) indicates a responsibility outlined in the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.

- Registering for Member Access at www.rotary.org to obtain your club's administrative data from RI
- Ensuring that your secretary and treasurer have registered for Member Access in order to keep membership and club data current
- Implementing and continually evaluating your club's goals for your year in office, ensuring that all club members are involved and informed
- Ensuring that each committee has defined goals*
 - Encouraging communication between club and district committee chairs
 - Conducting periodic reviews of all committee activities, goals, and expenditures*
- Presiding at all meetings of the club*
 - Ensuring that all meetings are carefully planned
 - Communicating important information to club members
 - Providing regular fellowship opportunities for members
- Preparing for and encouraging participation in club and district meetings
 - Planning for all monthly board meetings*
 - Ensuring the club is represented at the district conference and other district meetings
 - Promoting attendance at the annual RI Convention and district meetings
- Working with your club and district leaders
 - Developing, approving, and monitoring the club budget while working closely with the club treasurer*
 - Working with district leadership to achieve club and district goals
- Using information and resources from the district, RI Secretariat, and www.rotary.org
 - Preparing for the governor's official visit

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- Ensuring continuity in leadership and service projects*
 - Submitting an annual report to your club on the club's status before leaving office
 - Conferring with your successor before leaving office and ensuring a smooth transition of leadership
 - Arranging for joint meeting(s) of the incoming board of directors with the outgoing board
- Ensuring that a comprehensive training program is implemented by the club, and appointing a club trainer(s) to carry out the training, if needed
- Ensuring that RI youth protection policies are followed
 - Ensuring that Rotarians in your club are familiar with the Statement of Conduct for Working with Youth
 - Terminating or not admitting to membership any person who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment
 - Prohibiting non-Rotarians who admit to, are convicted of, or otherwise found to have engaged in sexual abuse or harassment from working with youth in a Rotary context
 - Supporting the volunteer selection, screening, and training requirements outlined for the Youth Exchange program
 - Planning for youth protection in all club service activities that involve young people

Use the Club President's Monthly Checklist (also available at www.rotary.org) when planning your year as president and reviewing your responsibilities as president-elect and president.

The Secretariat is Rotary International's general secretary, RI and Foundation staff at RI World Headquarters in Evanston, Illinois, USA, and seven international offices (their locations are listed on the inside front cover of the *Official Directory* and at www.rotary.org).

Club President-elect Responsibilities

Your responsibilities as club president-elect are summarized below and explained throughout this manual:

Note: An asterisk (*) indicates a responsibility outlined in the Recommended Rotary Club Bylaws or Standard Rotary Club Constitution.

- Reviewing this *Club President's Manual* and preparing for the presidents-elect training seminar
- Serving as a director of your club's board, performing responsibilities prescribed by the president or the board*
- Reviewing your club's long-range goals, using the elements of an effective club as a guide

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- Setting your club's annual goals, which support long-range goals, using the *Planning Guide for Effective Rotary Clubs*
 - Assessing your club's membership situation
 - Discussing and organizing service projects
 - Identifying ways to support The Rotary Foundation
 - Developing future leaders
 - Developing a public relations plan
 - Planning action steps to carry out your club's administrative responsibilities
- Working with your club and district leaders
 - Holding one or more meetings with your board of directors; reviewing the provisions of your club's constitution and bylaws
 - Serving as an ex officio member of all club committees*
 - Supervising preparation of the club budget*
 - Meeting with your assistant governor at PETS and your district assembly
- Ensuring continuity in leadership and service projects*
 - Appointing committee chairs*
 - Appointing committee members to the same committee for three years to ensure continuity, when possible*
 - Conferring with your predecessor*
 - Arranging a joint meeting of the incoming board of directors with the retiring board
- Ensuring regular and consistent training
 - Attending your presidents-elect training seminar and district assembly*
 - Encouraging all club leaders to attend the district assembly
 - Holding a club assembly immediately following the district assembly
 - Attending the district conference

Club Leadership Plan

The Club Leadership Plan is based on the best practices of effective clubs, with the goal of creating clubs that pursue the Object of Rotary through activities related to each Avenue of Service. Because each Rotary club is unique, the Club Leadership Plan is flexible and designed for each club to develop its own leadership plan.

- The Club Leadership Plan, which provides an opportunity for your club to assess its current operations, has many benefits:

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- All members have a chance to voice their opinions on the future of their club.
- Standard club operations give members more time to focus on service and fellowship.
- Greater involvement of club members develops future club and district leaders and increases retention.
- All members are working to achieve club goals.
- Continuity among leaders and club goals eases the transition from one Rotary year to the next.

Implementing the Club Leadership Plan

Past, current, and incoming club officers should work together to customize a leadership plan that incorporates current club strengths and best practices using these nine implementation steps:

1. Develop long-range goals that address the elements of an effective club.

A club's long-range goals should support its strategic plan, cover the next three to five Rotary years, and address the elements of an effective club: membership, service projects, The Rotary Foundation, and leadership development. They should also include strategies for promoting your club's successes in each element.

2. Set annual goals that are in harmony with the club's long-range goals using the *Planning Guide for Effective Rotary Clubs*.

Annual goals should address the Avenues of Service and work to help your club pursue the Object of Rotary. The planning guide lists common strategies that your club might use to achieve your annual goals, allowing you to add alternate strategies. Use it as a working document, updating it as needed.

3. Conduct club assemblies to involve/inform members in the planning process.

Periodic, regular club assemblies allow all members of the club to stay current, discuss decisions that affect the club, and hear committees report on their activities.

4. Plan for communication between club leaders, club members, and district leaders.

Work with club leaders to develop a plan for communicating with each other, club members, and district leaders. The plan should specify who will communicate with whom, what method will be used, and when communication will occur.

5. Support continuity in club leadership and service projects.

Because Rotary club leadership changes annually, every club needs a continual supply of leaders. Continuity may be achieved by making appointments for multiple years or by having the current club president work closely with the president-elect, president-nominee, and immediate past president. Continuity in project leadership is important because service projects can last longer than one year.

6. Amend club bylaws to reflect the practices of the club, including committee structure and the roles and responsibilities of club leaders.

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Work with your club officers to modify the Recommended Rotary Club Bylaws from RI to reflect your club's operations. Ensure that any bylaw changes are in accordance with the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution as well as all applicable local laws.

7. Provide opportunities to increase fellowship among club members.

Members who enjoy Rotary will feel more involved. Strong club fellowship will also support your club's service efforts. Involve the families of your members to ensure they support your club as well.

8. Ensure that every member is active in a club project or function.

Club involvement teaches members about Rotary and helps retain them as active members of the club.

9. Develop a comprehensive training plan.

Training is crucial for developing future leaders and ensuring that current club officers are well informed about Rotary, capable of leading the club, and able to provide better Rotary service. A solid, viable club training plan ensures that:

- Club leaders attend district training meetings
- Orientation for new members is provided consistently and regularly
- Ongoing educational opportunities are available for current members
- A leadership skills development program is available for all members

The Club Leadership Plan encourages clubs to review their committee structure to ensure that it meets their current needs. The plan recommends the following five committees:

- **Club administration**
- **Membership**
- **Public relations**
- **Service projects**
- **The Rotary Foundation**

The club should appoint additional committees and subcommittees as needed, such as for special projects or to reflect the traditional activities of the club. Each standing committee should set goals in support of the club's annual and long-range goals.

Club president responsibilities for each area of the Club Leadership Plan are integrated throughout this PETS manual. With your fellow club leaders, you should review the plan annually to ensure that it continues to meet your club's goals and reflect your club's identity. Ask district leaders, particularly your assistant governor, for help as you implement and review your plan.

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Resources

Contact information for Secretariat staff and RI and Foundation officers and appointees is listed in the *Official Directory* and at www.rotary.org. Download publications at www.rotary.org/downloadlibrary, or order them through shop.rotary@rotary.org

The following resources are available to help you fulfill your responsibilities:

Human Resources

- Past club presidents — Knowledgeable Rotarians who understand your club and its needs. They can serve as advisers when you plan your year and be assigned to lead club activities.
- Club and District representatives — Assistant Governors, the District Governor, District Trainers, Past District Governors, and District Committee leaders. Also, staff members at international offices and RI World Headquarters can answer administrative questions and direct other inquiries to appropriate RI and Foundation staff.
- Other club presidents in your community and those you'll meet at PETS

Informational Resources

- *Club Leadership Plan (245-EN)* — Guide to implementing the Club Leadership Plan to strengthen your Rotary club.
- Club President's Monthly Checklist — Month-by-month list of activities and deadlines that apply to all Rotary clubs. Revised annually.
- *Manual of Procedure (035-EN)* — RI and Foundation policies and procedures, including the RI constitutional documents, established by legislative action, the RI Board of Directors, and the Trustees of The Rotary Foundation. Issued every three years after each Council on Legislation.
- *Official Directory (007-EN)* — Contact information for RI and Foundation officers, committees, resource groups, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information. Issued annually (available in Member Access at www.rotary.org).
- *RI Catalog (019-EN)* — List of RI publications, audiovisual programs, forms, and supplies. Updated annually.
- Rotary Code of Policies and Rotary Foundation Code of Policies — Policies and procedures established by the RI Board of Directors and the Trustees of The Rotary Foundation in support of the RI Constitution and Bylaws, revised following each Board or Trustees meeting (most current versions available at www.rotary.org).