

## Understanding Your Responsibilities

Congratulations! It is an honor and privilege to lead your Rotary Club!

Advance preparation is the key to your success as President.

An important part of your leadership preparation is your attendance at Carolinas' PETS and your utilization of the resources and information provided to you by Carolinas' PETS and Rotary International. This information will help you better prepare for Carolinas' PETS and your year of successful club leadership.

Understanding your responsibilities as the leader of your Rotary Club is the first step in planning your path to a successful year of club leadership.

There are two important Rotary publications that will greatly assist you in planning for your year of leadership:

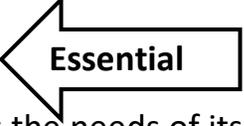
- *Lead Your Club: President 2019-22 (518) Edition (222-EN)*
- *Be A Vibrant Club: The Club Leadership Plan (245-EN)*

There is one very important "place" that will also assist you plan for your year: My Rotary at <https://www.rotary.org/myrotary/en>

- ✓ **TIP AND BEST PRACTICE** – *The best way to find & download any Rotary publication, such as (xxx-EN), is to do a Google search on "Rotary" plus the publication number. e.g. "Rotary (222-EN)". Searching on the publication name is another good option. Look for "rotary.org" in the search results.*

Your role as club President is to lead your club, ensuring that it functions effectively and is a better, stronger club at the end of the year.

**An effective Rotary club is one that:**

- ✓ **Sustains or increases its membership base** 
- ✓ Implements successful projects that address the needs of its community and communities in other countries
- ✓ Supports The Rotary Foundation through both program participation and financial contributions
- ✓ Develops future club leaders capable of serving in Rotary beyond the club level

## ***Your responsibilities as club President-Elect include:***

In the lists that follow, this symbol ✦ indicates a responsibility outlined in the *Recommended Rotary Club Bylaws or Standard Rotary Club Constitution*

- Registering for My Rotary at <http://www.rotary.org> to obtain your club's reporting and goal history from RI
- Reviewing the [Lead Your Club: President 2016-19 Edition](#) and preparing for the Presidents-Elect Training Seminar (PETS, e.g., Carolinas' PETS)
- Serving as a director ✦ of your club's board, performing the responsibilities prescribed by the President or the board
- Reviewing your club's strategic plan, using the elements of an effective club as a guide (Chapter 1 of the [Lead Your Club: President 2016-19 Edition](#))
- Utilizing "My Rotary" and your district leadership, setting your club's annual goals, which include:
  - 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 (Chapter 6)
  - Carrying out your club's administrative responsibilities (Chapter 4)
- Working with your club and district leaders:
  - In advance, holding one or more meetings and/or a planning retreat you're your board of directors
  - Reviewing (and understanding) the provisions of your club's constitution and bylaws (Chapter 4)
  - Supervising preparation of the club budget ✦ (Chapter 4)
  - Ensuring continuity in leadership and service projects ✦ (Chapter 8)
  - Appointing committee chairs ✦ (Chapter 2)
  - Conferring with and seeking advice from your predecessor ✦
  - Arranging a joint meeting of the incoming board of directors with the retiring board
- Ensuring regular and consistent training of all members by:
  - Attending your Presidents-Elect Training Seminar (PETS) 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

## *Your responsibilities as club President include:*

- Ensuring that your Foundation Chair, secretary and treasurer have registered for My Rotary in order to keep foundation, membership and club data current
- Implementing and continually monitoring your club's goals for your year in office, ensuring that all club members are involved and informed
- Entering club accomplishments of Rotary Citation goals in My Rotary
- Ensuring that each committee has defined goals❖
  - Encouraging appropriate communication between club and district committee chairs
  - Conducting periodic reviews of all committee activities, goals, and expenditures❖
  - Serving as an ex officio member of all club committees❖
- Presiding at all meetings of the club❖
  - Ensuring that all meetings are carefully planned
  - Communicating important information to club members and organizing (or causing to be organized) social events for members
- Preparing for and encouraging participation in club and district meetings:
  - Planning for and presiding at all monthly board meetings❖
  - Ensuring the club is represented at the district conference and other district meetings
  - Promoting attendance at the annual RI Convention
  - Working with your club leaders, past, present, and future
  - Insuring leadership development and continuity in your club
  - Working with your 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 the district website, and the RI website
  - Preparing for the governor's visit

## ***Your Club Leadership Plan***

Your club leadership plan is your club's action plan for becoming more vibrant and fun. *Be a Vibrant Club: Your Club Leadership Plan* (245-EN) offers best practices that you and your club can tailor to your club environment. Rotary clubs are encouraged to use the suggested best practices to develop their own plans.

When developing your club's plan, assess your club's current practices to determine what is working well and what is meaningful to your club. Also consider practices that are not conducive to member engagement and club vitality.

The benefits of implementing the suggested best practices include:

- ✓ all members are aware of club initiatives and have a chance to voice their opinions on the future of their club;
- ✓ more member involvement increases potential for future club and district leaders and retention; and
- ✓ All members are working to achieve club goals because they are engaged.