**2025-2026 Club President**

**Prior to July 2025**

Get your goals, plans and team in place

Select your leadership team/ Select committee chairs

* Draw up your list of open positions and suitable members for each position. Remember to create a balance with experience, those who are keen to contribute and first-time leaders in the club. Have a clear understanding of the role/outcomes you want in each position.
* You may have already invited some people to be on your leadership team, to maintain their current positions for the next year with you or have them in position on succession plans.
* Fill vacancies using leadership insights gained at CPETS and from club leaders
* Approach identified members in a timely manner.
* Ensure that those accepting your invitation to serve have key dates of District Conference, and District Learning Assembly & committed.
* Ensure that your Rotary Foundation Chair has all the details of seminars and accreditation events at which their attendance with you will be expected.

Meet with your current Club President as soon as possible. Offer your help during his/her year and clarify what (s)he wants you to do.

●  Give DGE Ravi and her COS Wayne the contact information for you and your leadership team, once you establish it. Your leadership team might include a Club Secretary, Club Treasurer, Rotary Foundation Chair, Community Service Chair and International Service Chair , and Learning Facilitator.

●  Consider setting up at least 4 files (or more) to assist in preparation for your year as Club president:

○  IDEAS FILE -- What to do/not do as President; what's good/bad about your Club; what's good/bad about other Clubs; what you can do in your Club that's new; how you can improve your Club; what you can do to increase your communication, public speaking, leadership and motivational skills; and anything else that comes to mind.

○  QUESTIONS FILE -- what you don't know; and what you want to know.

○  COMMITTEE CHAIRS FILE-- prepare your Club's organizational chart with spaces for your selections to fill the positions. If you don't have an organizational chart, make one! There is a sample organization chart ("Committee Plan For A Rotary Club") taken from the Club President's Workbook (available online in “My Rotary” for downloading) which you may use.

○ ARTICLES FILE -- If your Club’s weekly bulletin has a weekly message from its President, start collecting articles/ideas now so it won't be difficult to write a couple of paragraphs each week.

●  Consider Picking Advisors. Ask 2 (or any number you wish) Past Club Presidents whose judgment you respect to be your "advisors." Meet with them periodically from now on to discuss the Club and your plans. Get honest feedback on your strengths and weaknesses.

●  Another best practice is to establish a President’s Advisory Council, consisting of your club’s Immediate Past President, Current President, President-Elect and President Elect Nominee. This will help facilitate the orientation of future leaders and help your club maintain continuity of your strategic plan.

●  With your Club President's approval, attend as many Club Committee meetings as you can during the year. This helps you judge who to select as Chairs and how to improve the work of each committee.

●  Continue to increase your knowledge about Rotary and current developments. One way to do this is to periodically visit the Rotary International Website at http://www.rotary.org. Also, periodically check our District's Website: https://www.rotary7610.org and Facebook page.

●  Begin thinking about the goals you want to accomplish. What's important/of interest to you? Talk to people about them. You generate ideas and enthusiasm from others by letting them know your goals/interests. Keep the "BIG PICTURE" in mind! Dream! Be creative! Don't be afraid to consider things that have never been done before.

Set 2025-2026 club goals in consultation with your Board and key committee Chairs. For example, set a percentage of retained members as a strategy for growth; along with a specific plan to reach out to them (i.e., identifying members at risk and why); Reduce Number of Members Terminated between May 1 and June 30th; set a goal of 100% of members giving to the Rotary Foundation, and others! Hold a planning retreat with your 2025-2026 Leadership Team, to set goals and action plans for the year. Invite club members to attend.

**Meet with the Club’s Rotary Foundation Chair:**

* Discuss and agree on giving goals to be recommended (annual fund, Paul Harris Society, permanent fund in the form of Bequest Society, Polio giving)
* Ensure TRF qualification Memorandum of Understanding has been signed and returned
* Share Rotary Foundation project ideas with your Board/Club.
* Develop a plan for implementation.
* Develop the requisite grant application for the District Foundation Chair by the District’s published due date.

**Meet with Club’s Membership Chair:**

* Discuss and agree on membership net growth, new members and retention goals.
* Which tools from RI Membership will they be using, and do they recommend you use.

**Meet with Club’s Treasurer:**

* Lead the Club board in setting and approving the 2025-2026 Budget.
* Provide learning for your new club Board---so all board members understand club finances, their roles, responsibilities and obligations.

**Key dates for the Club Secretary:**

* Your Club Secretary should have already informed RI about Club officers!
* The Club Secretary updates Club membership in DACdb or Club Runner; RI before July 1.

**Get your systems in place**

* Assign someone up update the Club website and your club Facebook presence—so it is ready for new Rotary year. Other social media as well.
* Meet with the people who prepare the club bulletins to discuss any improvements you might like to see implemented. For example, some club presidents write a weekly message in the club bulletin. If you are going to do this, start planning your messages.
* If your club has a tax-exempt Foundation or a Charity, meet with the elected leadership to make sure you understand their processes and key reporting dates. You and your club are relying on them to manage your club foundation/charity in accordance with state/provincial and national reporting requirements.

**Synch your calendar with your District’s key events and dates**

* District Leadership Assembly (sometimes called DTA). Attend it with your club committee chairs. Invite newer members to attend. Get a carpool? Schedule a Lunch with your team?
* The District Conference
* District Foundation Learning
* District Membership seminars,
* Social events held for presidents by the Governor and AG’s,
* Special Rotary Foundation events.
* The date when your District Foundation Chair/District Governor is requiring your club to submit its MOU (Memorandum of Understanding). This document is an agreement between the club and the district. By executing this document, the club agrees that it will comply with all Foundation and District requirements.
* District Grants Management Seminar (attendance of certain # of persons from your club is required as part of the MOU process). Have at least one club member attend the District Grant Seminar so that you’re qualified to receive Global or District Grants).

**Get inspired**

If you can, plan on attending the 2026 Rotary International Convention in Taipei, Taiwan (June 13-17, 2026). [www.RIConvention.org](http://www.riconvention.org/)

**July 2025 – Your First Month**

Plan an outstanding first meeting! Start with a bang!

* Have some fun and set the tone for the year.
* This first meeting could be an interactive Club assembly to discuss the 2025-2026 goals, club strengths and opportunities from recent club surveys or just brainstorm other topics of interest to your club.

As President, on July 1, enter your club goals onto Rotary Club Central.

* Sign in at www.Rotary.org, My Rotary
* Your club members will see your club goals & accomplishments on their own MyRotary. Your DG and AG can access your club’s goals and understand where your club is heading for the new Rotary year. Make sure you include goals that permit your club to achieve Governors Citation and RI ‘s Club Excellence Award (Use to be Rotary Citation.)
* Check DACdb calendar for all upcoming Rotary Leadership Institute (RLI) courses.
* Don’t forget to update with actual accomplishments through your Rotary year.
* Make sure that committee descriptions handed out along with cards for members to sign up for 2025-2026 Committees (end of July). Full engagement means more satisfied members.
* Encourage and support your program chair/committee in planning and promoting interesting and diverse programs for your Club. Ask all members to submit ideas to program chair.
* ***Plan and conduct monthly board meeting—your first official board meeting of the year!***
* Ask your Membership Committee to initiate its club 2025-2026 Membership Retention & Recruitment Plans.
* Lead by example and encourage every Rotarian to make a personal contribution to The Rotary Foundation at the first meeting of the new Rotary year or in the month of July. Encourage the use of Rotary Direct—set a monthly amount that is charged automatically to meet your personal commitment to The Rotary Foundation.
* Ask your Committee Chairs and officers to register and log onto MY ROTARY, [my.rotary.org/](https://my.rotary.org/), to create their profile and to watch the progress towards the goals of the Club. Make sure that all NEW members are given assistance in creating a profile on MY ROTARY. Have a knowledgeable person do this for everyone!
* Hold a summer picnic or some other social.
* Have members who attend RI Convention in Calgary give a report to club.
* Ensure that the semi-annual Club Report with invoice has been received by the Club secretary and/or Treasurer. Ensure Club pays these dues to RI. Submit district dues as well.
* Legacy Campaign ends on Nov 1, 2025. Encourage TRF giving!
* Verify the DG visit date

**August - Membership and New Club Development Month**

* Plan and conduct the monthly board meeting.
* Initiate your Rotary Foundation campaign among your members and in your community. Piggy back onto the District’s effort.
* Publish 2025-2026 Club Roster (with updated information about Club members’ vocations). Provide information about the club’s international projects, community service projects, educational awards, current and past club officers).
* Attend socials or get togethers for newer members.
* Conduct Club activities to support membership engagement& recruitment efforts.
* Log on to Rotary Club Central and download TRF contribution and recognition reports. This task can also be assigned to the Club secretary, treasurer or Club Foundation chair.
* Revisit the Club’s Mission/Vision and start/review execution of strategic plan for implementation.
* Back to school backpack or supplies project?
* Does your community have a Rotary Town sign on a billboard/placard/building/etc? Are the colors correct? i.e. does it display the correct RI logo. If not, make that a project for the club.

**September – Basic Education and Literacy Month**

* Plan and conduct the monthly board meeting.
* How are your Club meetings going? Making sure your programs are interesting will keep your attendance up and members happy! Are they exploring worthwhile business topics? How about a quarterly Club member evaluation of speakers? If members are bringing guests, it is a good sign that your meetings are fun and your Club programs interesting. No guests? Take a hard look at your meetings to see if improvement is needed.
* How is your member engagement? This may be a time when Club members are ready for new activities—school is back in session and fall is in the air. Do you have service project or social activity planned?
* Attend and take your Membership Committee and Chair to the district-sponsored membership learning (TBD)
* If your club gives scholarships, hold a ceremony to award the scholarships before the students leave for college or community college. (Good opportunity for press coverage!).
* Organize a networking event in which Club members can meet other local professionals and introduce them to Rotary. (Perhaps business owners & professionals?).
* You are encouraged to show a video about Polio or plan a local event in October to recognize World Polio Day
* Make sure your club International Services Chair/committee submits applications for Rotary Foundation District Grant proposals to the District. Note timetable & process.
* Consider a Rotary Conversation - my Rotary Story. (This could be a club assembly), Tables have 2 rounds passing “talking stick” where each person at table speaks in turn—telling their Rotary Story.
* Prepare a quarterly progress report in meeting 2025-2026 goals, communicate to your Club. Enter info on Rotary Club Central. (End of month).
* Host inbound summer youth exchange student and their host family at Club meeting. Highlight and promote youth-related activities and programs and celebrate Club success in Interact, Rotaract, RYLA, and Rotary Youth Exchange.
* Don’t forget World Peace Day – Sep 21, 2025

**October – Economic and Community Development Month**

* Plan and conduct monthly board meeting—you are already into your second quarter. Do you report back to the Club about what happens at the board meetings?
* Monitor progress in achieving Membership Retention & Recruitment goals.
* October or November is often when the District holds District Foundation Seminars. If this is the case, promote attendance. Certainly you, your Club foundation chair, and your Club president elect will want to attend. Do you have any new members who are interested in getting involved in the Foundation for your Club. Encourage the club to plan a RI Foundation Program for next month
* Plan on creating/executing Peace Pole in your community in Feb 2025
* Continue Vocational interviews of newer members.
* Celebrate World Polio Day at your club meeting that same week. For example: hold a special club program, members wear End Polio Now pins all week and club members participate in any District activities.

**November - Rotary Foundation Month**

* Plan and conduct monthly board meeting.
* Guided by your club Bylaws convene a Nominating Committee, to select 2026-2027 Club president and 2026-2027 Board members.
* Encourage Club members to participate on Polio NID trip.
* Set the stage for Foundation Annual Fund Giving through programs and stories about Foundation- funded projects. Remind Club of 100% giving goal for 2025-2026.
* Recognize the Club’s Major Donors, Bequest Society Members, Benefactors, Paul Harris Society members, and Paul Harris Fellows with special acknowledgement during Rotary Foundation Month.
* Schedule a brief Rotary program about planned giving (the benefit of making a gift to the Rotary Foundation beyond a person’s lifetime). They could become benefactors or Bequest Society members.
* Ask Rotarians to visit a Rotaract meeting and to consider volunteering as mentors.
* Plan on creating/executing “Flags for Heroes” for your community

**December – Disease Prevention and Treatment Month**

* Plan and conduct the monthly board meeting.
* Club members distribute dictionaries to elementary schools.
* Plan a family friendly Holiday program/ event to include spouses and family of your Club members. Strengthening our Family of Rotary is always a priority with special focus during this month. Include Rotaractors. Include grandchildren?
* Assess the progress of Club projects and provide progress reports for Humanitarian Grants as required by the Rotary Foundation.
* Hold the annual Club election in early-Mid December (no later than 31 December) for the 2026-2027 President and new 2026-2027 Board members. Hold Club election of Club Foundation officers and board members (If your club has a separate 501(c) 3 foundation).
* Schedule periodic meetings in the 2026 year with your 2026-2027 President elect. This is a great way to assure continuity of leadership as well as continuity of significant club project.
* Club or District Holiday Party/event.
* Check dates for Pre-PETS and CPETS learning events.

Key date for the Club Secretary:

* Secretary to report monthly membership and attendance via DACdb or ClubRunner no later than 15 days after the last meeting of the month.
* Secretary to make sure that membership is updated online with RI before January 1st.
* Deadline for reporting next year’s Club president and secretary to the district and entering the information into the DACdb. (By December 31).

**January 2025 – Vocational Service Month**

* Plan and conduct monthly board meeting.
* Re-energize your Club after the holidays! Start off with a great meeting!
* Prepare 6-month progress report in meeting 2025-2026 goals. Enter info on Rotary Club Central.
* Remind all committee chairs to “Share Our Success”. Ask them to compile information for recognition of your Club members and their great work! Communicate success to the Club.
* Plan and conduct Club assembly to review club: What’s going well? What should be changed? How can we be “even better”?
* Conduct vocation-related activities and programs.
* How can your members share information on their vocations?
* Create a “yellow pages” so members can do business with each other?
* Continue Vocational interviews of newer members.
* Share your creative ideas for promoting Vocational Service with the district governor.
* Choose RYLA (Rotary Youth Leadership Awards) attendees. RYLA is a leadership program coordinated by the District.
* Any social events for newer members and seasoned members? If not, get scheduled for year.
* Schedule mid-year visit with district governor and district governor elect and AG. Be sure to include your Club’s president elect.
* If it is the practice in your Area, meet with AG and other area Club presidents. Look for collaborative opportunities.
* Discuss attending the Rotary International Convention

Key dates for club secretary and treasurer

* Verify with the Club secretary that the January semi-annual report (AR) has been received by RI and resultant invoice received by Club. Assure invoice has been paid. Submit district per capita dues, as well.

**February – Peace and Conflict Prevention/Resolution Month**

* Plan and conduct the monthly board meeting.
* Rotary’s Anniversary – Founded: February 23, 1905.
* Club’s nominated (and funded) students attend RYLA (date TBD)
* Promote attendance at the district peace conference (Registration forthcoming). On line registration will be open on via DACdb.
* Monitor progress in achieving membership engagement & recruitment goals.
* Promote attendance at the RI Convention in Taiwan (June 13-17, 2026). Perhaps appoint a Rotarian to be the promoter?
* CPETS –March 6-8, 2026. Make sure your club president-elect attends. Help them in any manner they might want.

**March – Water and Sanitation Month**

* Plan and conduct monthly board meeting.
* Your Club president elect will return from CPETS energized! Give her/him some time at the podium? How can you use this enthusiasm to help finish out your year?
* Promote attendance at the district conference.
* Conduct literacy related activities and programs.
* Recognize World Water day and club grants & activities to address water issues (March 22). Ask any club members to speak who are members of WASRAG (Water & Sanitation Rotarian Action Group). Encourage members to join.
* Start working on District Awards
* Also ask your Foundation Chair to keep you AND the Club informed on your club’s annual, Polio, and endowment fund giving as well as your club’s Every Rotarian Every year (EREY) progress. Report progress/success to your club members

**April – Maternal and Child Health Month**

* Plan and conduct monthly board meeting.
* Ask committee chairs and Rotarians to attend the District Assembly. Assign a Rotarian to “sign up” attendees---including a special encouragement for newer to attend.
* Prepare a quarterly progress report in meeting 2025-2026 goals; communicate to Club as a “Share Our Success”. Enter info on Rotary Club Central.
* Plan on attending the District Conference. Celebrate with your club members.
* Schedule RYLA participants to speak to the club about their experience(s).
* Support your PE and team in attending District Learning Assembly to prepare for goals of next year.

**May - Youth Service Month**

* Plan and conduct monthly board meeting.
* Attend DTTS
* Hold College scholarship Awards ceremony at a club meeting as applicable
* Hold a 4-way test program at your local high school or middle school.
* 4th Club Conversation Café: International services (including those who lead international hands-on projects). Hear from those who lead these activities. Have table discussions of what members can contribute and how club members could be more personally involved.
* Monitor progress in meeting membership engagement & recruitment goals.
* Include your club’s President Elect (PE) in discussion of how to maintain the culture of engagement among your Rotary club members. Welcome the PE’s new ideas and enthusiasm to build on your success.
* Remind your PE that if they plan to ask for district funds, Club President and one club members must attend the Grant Management Seminar and sign the Memorandum of Understanding.

**June - Rotary Fellowships Month**

* Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity. It’s your last one – make it great!
* International Convention in Taipei, Taiwan (June 13-17, 2026).
* Report your club’s performance in meeting the Club Excellence award. This information is required to be entered online by you on Rotary club Central by June 30, 2026.
* Review YTD Monthly Contribution Report (MCR) to determine your club’s success in meeting its Foundation giving goals (including 100% participation in giving to the Annual Fund). Ensure that all contributions are sent in by 15 June to be credited in the current Rotary year. Your club Foundation chair key in getting this done.
* Recognize and thank donors for their support for The Rotary Foundation.
* Confer with the president-elect to ensure a smooth transition. Support her/him in planning, goal setting, and selecting their team.
* Assure that your Club Foundation Chair and/or Club Treasurer submit final Rotary year contributions to The Rotary Foundation before 30 June.
* Monitor membership development initiatives and goals. Provide the Club with a final report on membership growth & retention, and progress in meeting other goals (increased membership of younger business people and women, for example). Identify areas requiring continued action.
* Celebrate your club and Rotarians achievements in 2025-2026. Remind them of the good they have done.
* Schedule any special event your club holds to acknowledge the success of the 2025-2026 Club President. Pass the baton to the PE and take a moment to enjoy the knowledge that your Club had a great year. Plan a dignified ceremony for the installation of next year’s Club officers.
* The Club Secretary updates year end Club membership on DACdb or Club Runner and online with RI before July 1.

**Have a GREAT LAST MEETING. You started with a BANG: now end with a BANG.**

**CELEBRATE! You’ve completed your year as Rotary Club President.**

**THANKS, and KUDOS to you too!**