* Managing Your Club key Points:
  + As president, you’re responsible for making sure your club runs efficiently and effectively.
  + Hold regular club board meetings to explore ideas, make decisions, and evaluate progress.
  + Work with your club leadership team to delegate club administration duties.
  + Be sure you and your members have [My Rotary accounts](https://my.rotary.org/en/document/how-create-my-rotary-account), and use the online tools to conduct club business efficiently.
  + Rotarians can use [Rotary Club Central](https://my-cms.rotary.org/en/document/how-access-rotary-club-central) to enter and manage goals, track service activities, and understand trends. Rotaractors will be able to use this resource soon.
  + Update your membership lists and club data as required, either on My Rotary or through your third-party data integration vendor.
  + Work with your members to review and update your club bylaws to reflect your club’s practices.
  + Know your financial management responsibilities and how to reduce club liability.
  + What are the benefits of getting a My Rotary account?
  + What did you learn when you looked at your club’s trends in Rotary Club Central?
  + When was the last time your club updated its bylaws?

* + Are there any administrative functions that can be simplified?