**Now – June 30: A plan will make it easier. Connect with your club.**

* Board planning and meeting
  + Appoint Club Committee Chairs based on interest and skills-Refer to Rotary Citation in planning
  + Develop club’s budget-work with club treasurer and club treasurer-elect
  + Review your club’s strategic plan for implementation
  + Develop club’s goals-Refer to Rotary Citation in planning and work with committee chairs
  + Register and create login on rotary.org and DACDB to get access to administrative data; ensure secretary and treasurer are also registered on both
  + Input goals, foundation plans, membership targets into Rotary Club Central (RCC)
  + Review Club Programs schedule for the year with Program Chair
* Club Officer Training: Presidents-Elect Training Seminar (PETS) & District Conference/District Training Assembly
* When was your club chartered? Schedule anniversary celebration!

**July – December: The club is accomplishing things – Keep the connections active!**

* Dues: Rotary Dues billed by Rotary International (semi-annual); District Dues billed by D6710 (annual)
* Prepare for and lead meetings
* District Leadership cooperation: Utilize your Assistant Governor for questions/ concerns/ support/ prepare for governor’s visit
* Update and track goals in Rotary Club Central (RCC). Do your goals meet the goals of the Rotary Citation?
* Service Projects
* Encourage visitors to the club
* World Polio Day
* Election of Officers and Board for next Rotary year due in DACDB by 12/31
* Share this list with the PE

**January – March: Keep making progress – Rotary Connects the World! And have fun!**

* Dues: Rotary Dues billed by Rotary International (semi-annual)
* Prepare for and lead meetings
* Celebrate Rotary’s birthday – February 23, 1905
* Update and track goals in Rotary Club Central (RCC)-Refer to the Rotary Citation.
* Paul Harris recognition/Foundation Giving-see district website (Paul Harris Fellows) for suggested recognition presentation
* Promote Rotary and your club
* Service Projects
* New members-see district website (membership) for suggested recognition presentation

**April – June: Enjoy the last few months of a great year! Stay connected and finish strong! Have FUN!**

* Prepare for and lead meetings
* Develop Club leaders and future District leaders
* Update and track goals in Rotary Club Central (RCC). Has your club met the goals for the Rotary Citation?
* Promote Rotary and your club
* Foundation giving: Every Rotarian, Every Year
* Attend District Conference
* Begin thinking about the transition to next year – arrange a joint meeting of current and incoming board members
* Complete qualifications and submit awards applications for club awards (District deadline April 15)
* Submit a report to the club of club’s status before leaving office