**President**

As president, you lead and motivate your club, ensuring that club members feel valuable, inspired, and connected to each other.

**What you do**

* Preside over club and board meetings
* Appoint committee chairs and members
* Conduct club assemblies
* Create a budget and manage club finances, including an annual audit
* Develop a safe environment for youth participants
* Work with your district governor and assistant governor

**How to prepare**

The year of planning before you take office is crucial to achieving the objectives you set out for your club. As president-elect, you work with your assistant governor and incoming leadership team to set annual goals that support your club’s strategic plan. In this year you should:

* Take online courses for club president in the [Learning Center](https://learn.rotary.org/members/lms/index.php?r=coursepath/deeplink&id_path=2&generated_by=14995&hash=76e5ca4f50f0fa61e43a022d519c99a04902c75f)
* Assess your club’s strengths, weaknesses, opportunities, and risks in order to set goals
* Develop an action plan for your annual goals, which support long-term achievements
* Appoint committee chairs
* Ensure continuity in leadership and service projects
* Attend presidents-elect training seminar
* Attend district training assembly

**Resources & reference**

* [Lead Your Club: President - Club President's Manual](https://my.rotary.org/en/document/lead-your-club-president)
* [Be a Vibrant Club: Your Club Leadership Plan](https://my.rotary.org/en/learning-reference/learn-topic/regional-strategy-membership)
* [Membership Growth and Retention Support](https://my.rotary.org/en/document/connect-membership-leads)
* [The Rotary Foundation Reference Guide](https://my.rotary.org/en/document/rotary-foundation-reference-guide)
* [Standard Rotary Club Constitution](https://my.rotary.org/en/document/standard-rotary-club-constitution)
* [Recommended Rotary Club Bylaws](https://my.rotary.org/en/document/recommended-rotary-club-bylaws-doc)

**Tools**

* [Pay or view your club invoice](file:///C:\secure\9571) (Rotary International dues and fees)
* [Update your club membership data](https://my.rotary.org/en/manage/club-district-administration/826)
* [Add club officers](https://my.rotary.org/en/manage/club-district-administration/826)
* Set and track goals in [Rotary Club Central](file:///C:\secure\13301)
* Take a course in the [Learning Center](https://www.rotary.org/learn)
* Register for a [webinar](https://my.rotary.org/en/learning-reference/webinars)
* Check our [discussion groups](https://my.rotary.org/en/exchange-ideas/groups%20)

**Rotary support**

* Immediate past president
* Assistant governor
* District leaders

**Treasurer**

As club treasurer you play an important role in your club’s ability to carry out service projects, fundraise, and support The Rotary Foundation.

**What you do**

* Manage club funds
* Collect and submit dues and fees
* Report on the state of your club’s finances
* Work with The Rotary Foundation
* [Pay or view your club invoice](file:///C:\secure\9571). Your club invoice is based on the number of members in Rotary's database for your club as of 1 July and 1 January. Rotary International sends the club invoice by email and mail. Save paper by [opting out](file:///C:\secure\9576)of the paper (mailed) version.

Because the treasurer’s responsibilities may vary according to local laws and cultural practices, please adapt the suggestions offered Club Treasurer's online courses in the [Learning Center](https://learn.rotary.org/members/lms/index.php?r=coursepath/deeplink&id_path=7&generated_by=14995&hash=36c8bfc2e1442ec95cec7756961db5d7df7e2b5c).

**How to prepare**

* Take online courses for club treasurer in the [Learning Center](https://www.rotary.org/learn)
* Work with outgoing treasurer to ensure a smooth transition
* Attend district training assembly

**Resources & reference**

* [Budget Worksheet](https://my.rotary.org/en/document/budget-worksheet)
* [Be a Vibrant Club: Your Club Leadership Plan](https://my.rotary.org/en/learning-reference/learn-topic/regional-strategy-membership)

**Tools**

* [Pay or view your club invoice](file:///C:\secure\9571) (Rotary International dues and fees)
* [Update your club membership data](https://my.rotary.org/en/manage/club-district-administration/826)
* Track club goals and contributions in [Rotary Club Central](file:///C:\secure\13301)
* [View daily club balance](file:///C:\secure\9556)
* Check our [discussion groups](https://my.rotary.org/en/exchange-ideas/groups)

**Rotary support**

* [Financial representative](https://my.rotary.org/en/contact/reps)
* Outgoing club treasurer
* Club president and secretary
* Assistant governor
* [Club and District Support representative](https://my.rotary.org/en/contact/reps)

**Secretary**

As club secretary you help your club run smoothly and effectively. You also monitor club trends to help identify strengths and areas for improvement, and share this information with club and district leaders.

**What you do**

* Maintain membership records: [Update your club membership data](https://my.rotary.org/en/manage/club-district-administration/826). Your club invoice is based on the number of members in Rotary's database for your club as of 1 July and 1 January. Rotary International sends the club invoice by email and mail. Save paper by [opting out](file:///C:\secure\9576) of the paper (mailed) version.
* Maintain minutes of club, board, and committee meetings
* Work with incoming secretary to ensure smooth transition

**How to prepare**

* Take online courses for club secretary in the [Learning Center](https://learn.rotary.org/members/lms/index.php?r=coursepath/deeplink&id_path=6&generated_by=14995&hash=0a5831c815da261e479007b86750de9186106aba)
* Attend district training assembly
* Work with outgoing secretary

**Resources & reference**

* [Be a Vibrant Club: Your Club Leadership Plan](https://my.rotary.org/en/learning-reference/learn-topic/regional-strategy-membership)
* [Standard Rotary Club Constitution](https://my.rotary.org/en/document/standard-rotary-club-constitution)
* [Recommended Rotary Club Bylaws](https://my.rotary.org/en/document/recommended-rotary-club-bylaws)

**Tools**

* [Pay or view your club invoice](file:///C:\secure\9571) (Rotary International dues and fees)
* [Update your club membership data](https://my.rotary.org/en/manage/club-district-administration/826)
* Set and track goals in [Rotary Club Central](file:///C:\secure\13301)
* Check our [discussion group](https://my.rotary.org/en/exchange-ideas/groups) for club secretaries

**Rotary support**

* Outgoing secretary
* Club and district leaders
* [Club and District Support representative](https://my.rotary.org/en/contact/reps)
* [Financial representative](https://my.rotary.org/en/contact/reps)