Your responsibilities as Club President-elect are summarized below.

Note: An asterisk (\*) indicates a responsibility outlined in the Recommended Rotary Club Bylaws or Standard Rotary Club Constitution.

* Serve as a director of your club’s board.
* Review your club’s long-range goals, using the elements of an effective club as a guide
* Assist the Club President in setting your club’s annual goals, which support long-range goals, using the <https://my-cms.rotary.org/en/document/be-vibrant-club-your-club-leadership-plan-north-america>
* Assist the Club President in organizing service projects
* Assist the Club President in supporting The Rotary Foundation Chair, Public Image
* Chair and Membership Chair
* Work with your club and district leaders
* Serve as an ex officio member of all club committees\*
* Work with Club President in preparing a club budget
* Arrange a joint meeting of the incoming board of directors with the retiring board
* Ensure regular and consistent training
* Attend your presidents-elect training seminar and spring/training assembly
* Encourage all club leaders to attend the spring/training assembly
* Hold a club assembly immediately following the spring/training assembly
* Attend the district conference

The Rotary Citation is an award that recognizes the hard work clubs do throughout the year. Taking action toward achieving the citation goals helps clubs engage their members, stay relevant in their communities, and run more efficiently. A welcoming and engaging club also reflects the values of Rotary. When clubs work to achieve these goals, they also contribute to the overall health and culture of Rotary for generations to come.

**CITATION GOALS**

**AND INSTRUCTIONS**

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing – or having paid each invoice balance in full upon receipt. To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of $0.00. Invoices are due when they are posted, in mid-January and mid-July.