Understanding Your Responsibilities

This manual and *Be a Vibrant Club: Your Club Leadership Plan* (245) are the key references during your year. You can also consult your immediate past president.

Your role as club president is to lead your club, ensuring it functions effectively and is a better club at the end of the year. An effective Rotary club is able to

- Sustain or increase its membership base
- Implement successful projects that address the needs of its community and communities in other countries
- Support The Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level

The elements of an effective club can increase clubs’ ability to meet their goals in each Avenue of Service and achieve the Object of Rotary (see appendix 1).
Club President-elect Responsibilities and Best Practices

Your responsibilities as club president-elect are summarized below and explained throughout this manual (see chapter references in parentheses):

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

- Reviewing this Club President's Manual and preparing for the presidents-elect training seminar
- Serving as a director of your club’s board, performing responsibilities prescribed by the president or the board*
- Reviewing your club’s strategic plan, using the elements of an effective club as a guide (chapter 2)
- Setting your club’s annual goals, which support long-range goals, using the Planning Guide for Effective Rotary Clubs (appendix 2)
  - Assessing your club’s membership situation
  - Discussing and organizing service projects
  - Identifying ways to support The Rotary Foundation
  - Developing future leaders
  - Developing a public relations plan
  - Planning action steps to carry out your club’s administrative responsibilities
- Working with your club and district leaders (chapters 3 and 4)
  - Holding one or more meetings with your board of directors; reviewing the provisions of your club’s constitution and bylaws (chapter 3)
  - Supervising preparation of the club budget* (chapter 3)
- Ensuring continuity in leadership and service projects* (chapter 4)
  - Appointing committee chairs*
  - Appointing committee members to the same committee for three years to ensure continuity, when possible*
  - Conferring with your predecessor*
  - Arranging a joint meeting of the incoming board of directors with the retiring board
- Ensuring regular and consistent training (chapter 3)
  - Attending your presidents-elect training seminar and district assembly*
  - Encouraging all club leaders to attend the district assembly
  - Holding a club assembly immediately following the district assembly
  - Attending the district conference
Presidents of Rotary e-clubs have different club meeting responsibilities, noted in the Standard Rotary Club Constitution. Find additional information in What You Need to Know About Rotary E-Clubs, or contact your Club and District Support representative.

**Club President Responsibilities and Best Practices**

Your responsibilities as club president are summarized below and explained throughout this manual:

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

- Registering for Member Access at www.rotary.org to obtain your club’s administrative data from RI
- Ensuring that your secretary and treasurer have registered for Member Access in order to keep membership and club data current
- Implementing and continually evaluating your club’s goals for your year in office, ensuring that all club members are involved and informed (chapter 2)
- Ensuring that each committee has defined goals* (chapter 4)
  - Encouraging communication between club and district committee chairs
  - Conducting periodic reviews of all committee activities, goals, and expenditures*
  - Serving as an ex officio member of all club committees*
- Presiding at all meetings of the club* (chapter 3)
  - Ensuring that all meetings are carefully planned
  - Communicating important information to club members
  - Organizing social events for members
- Preparing for and encouraging participation in club and district meetings (chapter 3)
  - Planning for and presiding at all monthly board meetings*
  - Ensuring the club is represented at the district conference and other district meetings
  - Promoting attendance at the annual RI Convention
- Working with your club and district leaders (chapter 4)
  - Developing, approving, and monitoring the club budget while working closely with the club treasurer* (chapter 3)
  - Working with district leadership to achieve club and district goals (chapter 2)
- Using information and resources from the district, RI Secretariat, and the RI website (all chapters)
- Preparing for the governor’s visit

- Ensuring continuity in leadership and service projects*
  - Submitting an annual report to your club on the club’s status before leaving office (chapter 3)
  - Conferring with your successor before leaving office (chapter 4)
  - Arranging for a joint meeting of the incoming board of directors with the outgoing board (chapter 4)
  - Ensuring that a comprehensive training program is implemented by the club, and appointing a club trainer(s) to carry out the training, if needed (chapter 4)

- Ensuring that RI youth protection policies are followed (chapter 8 and appendix 13)
  - Ensuring that Rotarians in your club are familiar with the Statement of Conduct for Working with Youth
  - Terminating or not admitting to membership any person who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment
  - Prohibiting non-Rotarians who admit to, are convicted of, or otherwise found to have engaged in sexual abuse or harassment from working with youth in a Rotary context
  - Supporting the volunteer selection, screening, and training requirements outlined for the Youth Exchange program
  - Planning for youth protection in all club service activities that involve young people

Your Club Leadership Plan

Your club leadership plan is your club’s action plan for becoming more vibrant, or fun. *Be a Vibrant Club: Your Club Leadership Plan* offers best practices your club can tailor to your club environment. Rotary clubs are encouraged to use the suggested best practices to develop their own plans.

When developing your club’s plan, assess your club’s current practices to determine what is working well and what is meaningful to your club. Also consider practices that are not conducive to member engagement and club vitality. The benefits of implementing the suggested best practices include:

- All members are aware of club initiatives and have a chance to voice their opinions on the future of their club.
- More member involvement increases potential for future club and district leaders and retention.
- All members are working to achieve club goals because they are engaged.
• Continuity among leaders and club goals eases the transition from one Rotary year to the next.
• Your club is more fun because it doesn’t emphasize rules or outdated traditions and tries new activities and projects to meet member needs.

Use the Club Leadership Plan Worksheet as a starting point for creating your own club leadership plan. Consider presenting the concepts in your plan to your club. Find more information on the RI website.

Strategic Planning Best Practices
Past, current, and incoming club officers should work together to customize a leadership plan that incorporates current club strengths and best practices, such as these:
• Develop long-range goals that address the elements of an effective club.
• Set annual goals that support long-range goals.
• Keep all members informed by holding club assemblies.
• Communicate effectively with club leaders, club members, and district leaders.
• Ensure continuity in leadership and service projects from year to year.
• Customize club bylaws to reflect club operations and practices.
• Provide opportunities to develop stronger relationships among members.
• Ensure that every member is active in a club project or function.
• Offer regular, consistent training.
• Assign committees that support your club’s needs.

Review your practices with your fellow club leaders annually to ensure that they continue to meet your club’s goals and reflect your club’s identity. Ask your assistant governor for assistance. You can also consult your Club and District Support representative, immediate past president, or Rotary coordinator to connect you to resources.
What will you do to better understand your responsibilities as a club president?

Who will you consult with when you have questions about your role?

What do you need to learn more about before your term begins?
Appendix 1: Rotary’s Guiding Principles

OBJECT OF ROTARY

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

FIRST. The development of acquaintance as an opportunity for service;
SECOND. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian’s occupation as an opportunity to serve society;
THIRD. The application of the ideal of service in each Rotarian’s personal, business, and community life;
FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

AVENUES OF SERVICE

Club Service focuses on strengthening fellowship and ensuring the effective functioning of the club.
Vocational Service encourages Rotarians to serve others through their vocations and practice high ethical standards.
Community Service covers the projects and activities the club undertakes to improve life in its community.
International Service encompasses actions taken to expand Rotary’s humanitarian reach around the globe and promote world understanding and peace.
New Generations Service recognizes the positive change implemented by youth and young adults through leadership development activities such as RYLA, Rotaract and Interact club service projects, and creating international understanding with Rotary Youth Exchange.
AREAS OF FOCUS

Projects that receive Global Grant funds from The Rotary Foundation should fall under at least one of the following:

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development