

President Nominee 15 Month Timeline

Timely Suggestions For Effective Club Presidents

Note: You are encouraged to DEVELOP YOUR OWN, UNIQUE TIMELINE with the Mid America PETS Timeline as your guide.

March

- Attend Mid America PETS – www.MidAmericaPETS.org (Register in early February to avoid late fee)
- Download and read the Club President's Manual and Be a Vibrant Club – <http://www.MidAmericaPETS.org/resources>
- Download this document in Word format to customize for your club and district. <http://midamericapets.org/wp-content/uploads/2017/02/MAPETS-Presidents-Timeline.docx>

April

- Start a personal "Leadership Plan" Journal with your ideas for your year of Rotary Club leadership).
- Download and read: (available online - www.MidAmericaPETS.org/resources)
 - o Membership Growth and Retention Support for Clubs,
 - o The Rotary Foundation Reference Guide,
 - o Standard Rotary Club Constitution,
 - o Recommended Rotary Club Bylaws and
 - o The Rotary Manual of Procedure which is a searchable PDF to help you and your board solve club and member concerns or provide guidelines.

May

- Work with your incoming club President (the President-Elect) in preparing his/her leadership team;
- Assist in planning a "leadership retreat" for your club involving your incoming officers and committee chairs;
- Become familiar with your President-Elect's goals and specific plans for his/her year. Ask your President-Elect if you can help him/her achieve "The Presidential Citation" for the club – which is actually a good road map to help Presidents cover all the bases and have a good year for the club.

June

If your club already has an established pattern of regular meetings and communication involving the current President, the President-Elect, and the President-Nominee, seek an active role in this group. If your club doesn't have this multi-year "continuity team", work with your President and President-Elect to organize an ongoing leadership continuity team. Be alert to multi-year goals and plans and how they will affect your year of leadership.

July

It's July 1! YOU are now the President-Elect. Begin to assess what leadership style works best for your club. Begin to think about those you'll want to have on YOUR leadership team. What training and preparation will they need between now and the start of your year of leadership? Working with your (new) club President and the Board of Directors, develop training plans for these folks where needed. Ask yourself the important question, what will my club look like AFTER my year of leadership? Begin NOW with the end in mind!

August

What new initiatives will your club require? What existing plans need to continue? What needs to be changed or eliminated? Talk with your club's immediate Past President and other Past Presidents. It's a great idea to seek their advice, counsel, and reflections upon their year of service. Also, be thinking of HOW you want to utilize these former officers and keep their enthusiasm for Rotary high. They can be a great resource to you!

September

You've now been to at least 2 club Board Meetings. How are these meetings conducted? Is there a formal agenda, an "advance" agenda, and are Minutes recorded and distributed to the club? Are there any changes necessary? Are the new club committees functioning and reporting back to the Board? Now is time to begin planning how you will manage your club's Board of Directors.

October

How familiar are you with your Club's finances and the work of the Club Treasurer? Likewise, how familiar are you with the work of the Club Secretary? Are you a part of "My Rotary" and familiar with Rotary International "Club Central"? How can you utilize these tools and encourage others to do so? What plans are you making to attend important District meetings (e.g., the District Training Assembly, the District Conference, the Rotary Foundation Seminar, the District Membership Seminar, pre-PETS Training, and other key Rotary gatherings)

November

Are you working with your Club President and your club's Rotary Foundation Chair to promote the Rotary International Foundation? Are you personally supporting the Rotary Foundation? How is your club doing toward meeting its Rotary Foundation goals? How will you handle the recognition of new Paul Harris Fellows and Rotary Foundation Benefactors? What plans are you making for your year of leading your club's Rotary Foundation efforts? Who will be your club Rotary Foundation Chair?

December

Take a look at your club's projects and community service activities. Are the projects still useful and valued by your community? Do your members support these projects? Is there still genuine excitement about these projects, or are "we do them because we've always done them"? What new projects need to be considered? What changes will you and your leadership need to make in the projects and community events sponsored by your club?

January

Your year of Rotary leadership is fast approaching! Are your club members aware of club activities and initiatives? Is your club having regular Club Assemblies to keep members up to date and informed. Would your club consider a "survey" of attitudes and feelings? Member surveys are very effective tools for assessing the feelings and commitment levels of your members. Sample surveys are available from Rotary International. At this point, how would YOU assess the level of "member engagement" in your club? Are there any club practices that are not conducive to member engagement? Also, what is working well and needs to be continued or strengthened? And, don't forget to register for Mid America PETS!

February

What will your weekly programs look like? How are your weekly programs received by club members? Are your club By-Laws up-to-date? Do the members you plan to utilize as officers know what is expected of them? Do job descriptions exist for key officers and committee chairs? It's time to think about your committee assignments. Also, now is a good time to see if every member is active in a club project or function. If not, why not?

March

If you haven't already done so, become very familiar with the Club Leadership Plan Worksheet as a starting point for your own club leadership plan. Consider presenting the concepts in your plan to your officer/director team, and then to your club. Finalize your plans for a "retreat" (workshop) with your officers and directors. Conduct this retreat. Take an "inventory" NOW of what YOU need to do to better understand your responsibilities (and roles) as a club president. What do you need to learn MORE ABOUT NOW before your term begins? Attend Mid-America PETS.

April

In only 90 days, you will be President! Finalize your goals and plans for your year of leadership. Seek ways to insure the continuity of club of leadership with your current club president and the individual who will succeed you as club President. How are you helping to develop him/her to succeed you? Are all leadership positions filled and those chosen by you fully aware of their responsibilities? Have you developed a club calendar of Board Meetings and other key club events? Are you and your officer team meeting with the existing Board at regular meetings to ensure a smooth transition?

May

Ask your current club President for the full program one week. Conduct/lead a Club Assembly to communicate your goals/plans to the club. Be sure that your Board fully supports these plans and is willing to help you "lead by example" in achieving these goals. Meet with your club's Assistant Governor to talk about your club and plans for the coming year. If you have conducted a Club Survey, report back to the club what was learned and what is planned to address identified concerns. Plan your installation meeting and make the installation of your officers a special time for them. Invite your District Governor to install your leadership team. Working with your officers and Board, conduct/develop a final "checklist" of items that may still need attention BEFORE your year of leadership begins. Meet with your Program Chair to finalize the coming year's programs.

June

Working with your current President, insure that all key club committees have met and that matters still needing attention and/or follow-up are addressed. Where applicable, have your committee members meet with existing committee members to insure a smooth and orderly transition. "Touch base" with each of your officers and club committee chairs to be sure that they understand their goals for the year and the resources necessary to get these goals accomplished. Spend some time with your current club President to review his/her year and identify any matters that need attention or are required to insure a smooth and effective transition. At your installation, provide some time for the outgoing President to recap his/her year and some time for you to appropriately thank and recognize him/her.

2 Weeks Out

Be sure that the "details" of your Officer Installation are reviewed and addressed as applicable. Hold a special "kick-off" Board Meeting of your leadership team to be sure that plans are complete and to build enthusiasm.

July 1 Day One of Your Year

Congratulations!! You've worked hard to thoughtfully prepare and plan for your year of leadership. Now, work your plan and enjoy your year. The Club President's job is the BEST job in Rotary!

Key Dates for your Calendar

(will need to be reordered to fit each club and district's calendar)

- Mid-America PETS as PN _____
- Mid-America PETS as PE _____
- District Training Assembly _____
- District Conference _____
- Rotary International Convention _____
- District Golf Tournament _____
- District Seminars _____
- District Foundation Banquet _____
- District Governor's Official Visit (PE Year) _____
- District Governor's Official Visit (Pres. Year) _____
- Club Officer Installation: _____
- District Governor's Installation: _____
- Club Assemblies: _____
- Assistant Governor's Visits: _____