



Timeline for Club Presidents 2022 – 2023

This document is provided as a guide to assist you with preparing both for and during your year as President. It is a 'living document'. Refer to your [President's Briefcase](#) for the current version and other key documents. Also, please make any additions that reflect your Club's plans, projects and activities.

President Elect:	
January 2022 <i>Vocational Service Month</i>	<ul style="list-style-type: none"> • Confirm your in-coming Board (as per club's December Election). • Confirm/assign Avenue of Service with each Director (as appropriate/applicable). • Confirm Committee structure and Committee Chairs. • Enter club officers into the RI database - My Rotary [<i>Sign-in > Manage > Club Administration</i>] or via ClubRunner if integrated with RI. (Usually role of Secretary.)
February 2022 <i>Peace and Conflict Prevention/Resolution Month</i>	<ul style="list-style-type: none"> • Ensure your incoming club officers have been entered into RI database - My Rotary [<i>Sign-in > Manage > Club Administration</i>] or via ClubRunner by February 1st (Usually responsibility of Club Secretary). • Register for President-Elect training, part of Rotary Weekend - April 8-10, Best Western North Bay. • Promote Rotary Weekend - April 8-10, Best Western North Bay. Encourage Secretary, Treasurer(s), Foundation, Membership Chairs and other members (i.e., future leaders) to attend.
March 2022 <i>Water and Sanitation Month</i>	<ul style="list-style-type: none"> • Attend a pre-Rotary Weekend meeting/call with your Assistant Governor (AG). • Prepare for Rotary Weekend by reviewing information in the President's Briefcase (District Website > Resources/Tools). • Confirm registration for Rotary Weekend. • Promote Rotary Weekend - April 8-10. Encourage Club Secretary, Treasurer(s), Foundation, Membership Chairs and other members (i.e., future leaders) to attend. • Confirm Committee Chairs (and/or Co-Chairs) for new Rotary Year.
April 2022 <i>Maternal and Child Health Month</i>	<ul style="list-style-type: none"> • Attend Rotary Weekend - April 8-10, Best Western North Bay. • Slot your members into the various club committees per your club's procedures; make sure all your members are engaged; complete by June 30 for a smooth transition into new year. • Advise the DGE and AG of ongoing/planned club projects, fundraisers, events, etc. taking place in 2021-2022 for them to consider participating in. DG Club Visit Guidelines. {pending} • Meet with your in-coming Board. • Start to plan the presidential changeover (as per club procedure). • Encourage members to attend the 2022 RI Convention - June 4-8, Houston, Texas.
May 2022 <i>Youth Service Month</i>	<ul style="list-style-type: none"> • Discuss the upcoming year with your Board. Introduce the Year's Theme - give out pins. Discuss working as a team, communications, meeting schedule, etc. • Enter any outstanding Club's Goals and Service Activities into Rotary Club Central not completed during the Presidents Elect tutorial in April - due May 15th. • Prepare club budget for new Rotary Year. • Arrange for a visit from your AG with the purpose of introducing you as new club President and the RI Presidential Theme and Rotary Citation. • Promote the District Conference 2022 - September 23-25, Holiday Inn Sudbury. • Encourage members to attend the 2022 RI Convention - June 4-8, Houston, Texas.



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President Elect:	
June 2022 <i>Rotary Fellowships Month</i>	<ul style="list-style-type: none"> Meet with your Board and confirm Board members' duties. Discuss Club and committee goals and committee membership. Ensure your Club's membership data is up in the RI database - My Rotary [<i>Sign-in > Manage > Club Administration</i>] or via ClubRunner if integrated with RI - before July 1st, in preparation for July RI invoice #2. (Usually done by Club Secretary.) <i>Please note: You will be charged for all members listed so accurate reporting is critical.</i> Attend the 2022 RI Convention - June 4-8, Houston, Texas. Promote the District Conference 2022 - September 23-25, Holiday Inn Sudbury. President Changeover Meeting/Event: End of June or beginning of July (per Club protocol).
President:	
July 2022	<ul style="list-style-type: none"> Ensure membership list is up to date and accurate by July 1st. <u>Ensure RI Invoice #2 is processed (Responsibility of Treasurer).</u> Schedule regular Club Council/Assemblies (normally 2-4 per Rotary Year). Confirm Club budget (as per Club procedure). Include DG and AG on your Club Bulletin recipient list. Review and update Club Constitution and by-laws, as required. Discuss 2022-2023 RI Presidential Theme and Rotary Citation and DG Club Achievement Recognition 2022-2023. {Pending} Assign a Board member (ideally President-Elect) to monitor achievement in-year and report on progress at monthly board meetings. Remember to keep the DG and AG informed about ongoing/planned club projects, fundraisers, events, etc. taking place in 2021-2022, for them to consider attending or as hands-on participants. Please remember - one of these functions can serve as the DG's club visit in place of attending a regular club meeting. DG Club Visit Guidelines. {Pending} Prepare for AG visits. The AG will make one formal visit to the Club and, if the club wishes, attend a Board meeting. Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up to date. Promote the District Conference 2022 - September 23-25, Holiday Inn Sudbury.
August 2022 <i>Membership and New Club Development Month</i>	<ul style="list-style-type: none"> Promote the District Conference 2022 - September 23-25, Holiday Inn Sudbury. Encourage membership growth and retention (on-going). Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Inform Brenda Booth (District Family of Rotary) of any club members who passed away OR welcomed a new baby since the 2020 District Conference (as per email request).
September 2022 <i>Basic Education and Literacy Month</i>	<ul style="list-style-type: none"> Encourage members to register for the 2023 RI Convention, Melbourne, Australia, May 27-31. (Registration costs usually increase in December). Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Begin recruitment process for Long-Term Outbound Youth Exchange students. Attend District Conference 2022 - September 23-25, Holiday Inn Sudbury.



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President:	
October 2022 <i>Economic and Community Development Month</i>	<ul style="list-style-type: none"> Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Encourage members to register for the 2023 RI Convention, Melbourne, Australia, May 27-31. (Registration costs usually increase in December).
November 2022 <i>The Rotary Foundation Month</i>	<ul style="list-style-type: none"> Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Include a Club Program on Rotary Foundation. Applications for outbound Long-Term Youth Exchange students are due to the district Youth Exchange committee by November 30th. Encourage members to register for the 2023 RI Convention, Melbourne, Australia, May 27-31. (Registration costs usually increase in December).
December 2022 <i>Disease Prevention and Treatment Month</i>	<ul style="list-style-type: none"> Conduct Club Elections for incoming Board for new Rotary Year. Ensure your Club's membership data is up to date in the RI database - My Rotary [Sign-in > Manage > Club Administration] or via ClubRunner if integrated with RI - before January 1st, in preparation for January RI invoice #1. <i>Please Note: Your club will be charged for all members listed so accurate reporting is critical.</i> Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Consider planning a meeting/social to include the Family of Rotary. Encourage members to register for the 2023 RI Convention, Melbourne, Australia, May 27-31.
January 2023 <i>Vocational Service Month</i>	<ul style="list-style-type: none"> Ensure membership data is accurate (responsibility of Secretary) by January 1st. Ensure RI Invoice #1 is processed (Responsibility of Treasurer). Encourage members to attend Rotary Weekend 2023, April, Best Western North Bay. {pending} Review progress for 2022-2023 Rotary Citation and DG Club Achievement Recognition 2022-2023. {pending} Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Encourage members to register for the 2023 RI Convention, Melbourne, Australia, May 27-31.
February 2023 <i>Peace and Conflict Prevention/Resolution Month</i>	<ul style="list-style-type: none"> Encourage members to attend Rotary Weekend 2023, April, Best Western North Bay. Encourage members to register for the 2023 RI Convention, Melbourne, Australia, May 27-31. Discuss progress for 2022-2023 Rotary Citation and DG Club Achievement Recognition 2022-2023 - report due to AG by July 15th. Review Rotary Club Central and ClubRunner on a regular basis with your Secretary to ensure all data is recorded and updated to ensure it is kept current. Consider scheduling date for presidential changeover, especially if you are planning on inviting the DG, AG, or other guests, as schedules get very busy. Rotary Youth Leadership Awards (RYLA) applications due to, Carl Hultay, District Chair - ryla_7010@hotmail.com. Support President Elect and in-coming board with planning process and goal setting.
March 2023 <i>Water and Sanitation Month</i>	<ul style="list-style-type: none"> Encourage members to attend Rotary Weekend 2023, April, Best Western North Bay. Review Rotary Club Central and ClubRunner on a regular basis with your Secretary to ensure all data is recorded and updated to ensure it is kept current. Encourage members to register for the 2023 RI Convention, Melbourne, Australia, May 27-31.



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President:	
April 2023 <i>Maternal and Child Health Month</i>	<ul style="list-style-type: none"> Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Review progress of Club goals and discuss with Assistant Governor. Support President Elect and new board with planning process and goal setting. Begin preparation for presidential changeover (as per club procedure). Promote District Conference 2023 - October 26-28, JW Marriott The Rosseau Muskoka Resort & Spa. Encourage members to register for the 2023 RI Convention, Melbourne, Australia, May 27-31.
May 2023 <i>Youth Service Month</i>	<ul style="list-style-type: none"> Discuss progress for 2022-2023 Rotary Citation and DG Club Achievement Recognition 2022-2023 - report due to AG by July 15th. Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Prepare for Change-Over Meeting with in-coming President. Year-end concluding remarks and acknowledgement of Board, Chairs, Members (especially those Directors and Chairs not continuing in the current roles). Attend the 2023 RI Convention, Melbourne, Australia, 27-31 mai. Promote District Conference 2023 - October 26-28, JW Marriott The Rosseau Muskoka Resort & Spa. Foundation Grant applications due to District by June 30th.
June 2023 <i>Rotary Fellowships Month</i>	<ul style="list-style-type: none"> Rotary Citation - deadline: June 30th. Automatically generated via My Rotary data. DG Club Achievement Recognition 2022-2023 - report on achievement due to AG by July 15th. Nominate a club member for the District Governor's outstanding Rotarian Award (criteria to be sent by email). Host a joint meeting with the in-coming Board and help prepare new Board members to new positions. Educate them on the "how to" and the importance of reporting to RI and District via Rotary Club Central and ClubRunner. Ensure your Club's membership data is up in the RI database - My Rotary [<i>Sign-in > Manage > Club Administration</i>] or via ClubRunner if integrated with RI – before July 1st, in preparation for July RI invoice #2. (Usually done by Club Secretary.) <i>Please note you will be charged for all members listed so accurate reporting is critical.</i> Review Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current. Promote District Conference 2023 - October 26-28, JW Marriott The Rosseau Muskoka Resort & Spa. Presidential Changeover - End of June or beginning of July (per Club protocol). Foundation Grant applications due to District by June 30th.

NOTES:

1. The District Leadership Team (DLT) meets 3-4 times during the Rotary Year. Your AG will request updates.
2. Consider scheduling one program per quarter on Rotary topics, projects, etc. (including Foundation Month).
3. Conduct monthly Board meetings.
4. If your Club has opted to maintain membership attendance, please enter the data in ClubRunner monthly.