



## Timeline for Club Presidents 2021 – 2022

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:

<b>January 2021</b> <i>Vocational Service Month</i>	<ul style="list-style-type: none"> <li>• Confirm your in-coming Board (as per club's December Election).</li> <li>• Confirm/assign Avenue of Service with each Director (as appropriate/applicable).</li> <li>• Consider Committee structure and potential Committee Chairs.</li> <li>• Enter club officers into the RI database – <a href="#">My Rotary</a> [<i>Sign-in &gt; Manage &gt; Club Administration</i>] or via <a href="#">ClubRunner</a> if integrated with RI. (Usually role of Secretary.)</li> </ul>
<b>February 2021</b> <i>Peace and Conflict Prevention/ Resolution Month</i>	<ul style="list-style-type: none"> <li>• <b>Ensure your incoming club officers have been entered into RI database - <a href="#">My Rotary</a> [<i>Sign-in &gt; Manage &gt; Club Administration</i>] or via <a href="#">ClubRunner</a> by February 1<sup>st</sup></b> (Usually responsibility of Club Secretary).</li> <li>• <a href="#">Register</a> for President-Elect training, part of Virtual <a href="#">Rotary Weekend</a> - April 10-11. * <i>Attendance for PE's is considered as mandatory. If you cannot attend PETS alternative training can be arranged by the Steve Meadley, District Governor Elect.</i> *</li> <li>• Promote Virtual <a href="#">Rotary Weekend</a> - April 10-11. Encourage Secretary, Treasurer(s), Foundation, Membership Chairs and other members (i.e., future leaders) to attend.</li> </ul>
<b>March 2021</b> <i>Water and Sanitation Month</i>	<ul style="list-style-type: none"> <li>• Attend a pre-Rotary Weekend meeting/call with your Assistant Governor (AG).</li> <li>• Prepare for <a href="#">Rotary Weekend</a> by reviewing information in the <a href="#">President's Briefcase</a> (District Website &gt; Resources/Tools).</li> <li>• Confirm <a href="#">registration</a> for Rotary Weekend.</li> <li>• Promote Virtual <a href="#">Rotary Weekend</a> - April 10-11. Encourage Club Secretary, Treasurer(s), Foundation, Membership Chairs and other members (i.e., future leaders) to attend.</li> <li>• Confirm Committee Chairs (and/or Co-Chairs) for new Rotary Year.</li> </ul>
<b>April 2021</b> <i>Maternal and Child Health Month</i>	<ul style="list-style-type: none"> <li>• Attend Virtual <a href="#">Rotary Weekend</a> - April 10-11.</li> <li>• 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.</li> <li>• Advise the DGE and AG of ongoing/planned club projects, fundraisers, events, etc. taking place in 2021-2022 for them to consider participating in. <a href="#">DG Club Visit Guidelines</a>.</li> <li>• Meet with your in-coming Board.</li> <li>• Start to plan the presidential changeover (as per club procedure).</li> <li>• Encourage members to attend the <a href="#">2021 Virtual RI Convention</a> - June 12-16.</li> </ul>
<b>May 2021</b> <i>Youth Service Month</i>	<ul style="list-style-type: none"> <li>• Discuss the upcoming year with your Board. Introduce the Year's Theme - give out pins. Discuss working as a team, communications, meeting schedule, etc.</li> <li>• <b>Enter any outstanding Club's Goals and Service Activities into <a href="#">Rotary Club Central</a> not completed during the Presidents Elect tutorial in April - due May 15<sup>th</sup>.</b></li> <li>• Prepare club budget for new Rotary Year.</li> <li>• Arrange for a visit from your AG with the purpose of introducing you as new club President and the <a href="#">RI Presidential Theme</a> and <a href="#">Rotary Citation</a>.</li> <li>• Promote the <a href="#">District Conference 2021</a> - September 10-12, The Senator Hotel &amp; Conference Centre, Timmins.</li> <li>• Encourage members to attend the <a href="#">2021 Virtual RI Convention</a> - June 12-16.</li> </ul>



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<b>President Elect:</b>	
<b>June 2021</b> <i>Rotary Fellowships Month</i>	<ul style="list-style-type: none"> <li>Meet with your Board and confirm Board members' duties. Discuss Club and committee goals and committee membership.</li> <li>Ensure your Club's membership data is up in the RI database - <a href="#">My Rotary</a> [<i>Sign-in &gt; Manage &gt; Club Administration</i>] or via <a href="#">ClubRunner</a> if integrated with RI - before July 1<sup>st</sup>, 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></li> <li>Attend the <a href="#">2021 Virtual RI Convention</a> - June 12-16.</li> <li>Promote the <a href="#">District Conference 2021</a> - September 10-12, The Senator Hotel &amp; Conference Centre, Timmins.</li> <li>President Changeover Meeting/Event: End of June or beginning of July (per Club protocol).</li> </ul>
<b>President:</b>	
<b>July 2021</b>	<ul style="list-style-type: none"> <li><b>Ensure membership list is up to date and accurate by July 1<sup>st</sup>.</b></li> <li><u>Ensure RI Invoice #2 is processed (Responsibility of Treasurer).</u></li> <li>Schedule regular Club Council/Assemblies (normally 2-4 per Rotary Year).</li> <li>Confirm Club budget (as per Club procedure).</li> <li>Include DG and AG on your Club Bulletin recipient list.</li> <li>Review and update Club Constitution and by-laws, as required.</li> <li>Discuss 2021-2022 RI Presidential Theme and <a href="#">Rotary Citation</a> and <a href="#">DG Club Achievement Recognition 2021-2022</a>. Assign a Board member (ideally President-Elect) to monitor achievement in-year and report on progress at monthly board meetings.</li> <li>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. <a href="#">DG Club Visit Guidelines</a>.</li> <li>Prepare for AG visits. The AG will make one formal visit to the Club and, if the club wishes, attend a Board meeting.</li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up to date.</li> <li>Promote the <a href="#">District Conference 2021</a> - September 10-12, The Senator Hotel &amp; Conference Centre, Timmins.</li> </ul>
<b>August 2021</b> <i>Membership and New Club Development Month</i>	<ul style="list-style-type: none"> <li>Promote the <a href="#">District Conference 2021</a> - September 10-12, The Senator Hotel &amp; Conference Centre, Timmins.</li> <li>Encourage membership growth and retention (on-going).</li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>Inform <a href="#">Brenda Booth</a> (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).</li> </ul>
<b>September 2021</b> <i>Basic Education and Literacy Month</i>	<ul style="list-style-type: none"> <li>Encourage members to register for the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8. <b>(Registration costs usually increase in December).</b></li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>Begin recruitment process for Long-Term Outbound Youth Exchange students.</li> <li>Attend <a href="#">District Conference 2021</a> - September 10-12, The Senator Hotel &amp; Conference Centre, Timmins.</li> </ul>



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President:	
<b>October 2021</b> <i>Economic and Community Development Month</i>	<ul style="list-style-type: none"> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>Encourage members to register for the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8. (<b>Registration costs usually increase in December</b>).</li> </ul>
<b>November 2021</b> <i>Rotary Foundation Month</i>	<ul style="list-style-type: none"> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>Include a Club Program on Rotary Foundation.</li> <li>Applications for outbound Long-Term Youth Exchange students are due to the district Youth Exchange committee by November 30<sup>th</sup>.</li> <li>Encourage members to register for the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8. (<b>Registration costs usually increase in December</b>).</li> </ul>
<b>December 2021</b> <i>Disease Prevention and Treatment Month</i>	<ul style="list-style-type: none"> <li>Conduct Club Elections for incoming Board for new Rotary Year.</li> <li>Ensure your Club's membership data is up to date in the RI database - <a href="#">My Rotary</a> [Sign-in &gt; Manage &gt; Club Administration] or via <a href="#">ClubRunner</a> if integrated with RI - before January 1<sup>st</sup>, 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></li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>Consider planning a meeting/social to include the Family of Rotary.</li> <li>Encourage members to register for the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8.</li> <li>Encourage members to attend <a href="#">Rotary Weekend 2022</a>, April, Best Western North Bay. {pending}</li> </ul>
<b>January 2022</b> <i>Vocational Service Month</i>	<ul style="list-style-type: none"> <li><b>Ensure membership data is accurate (responsibility of Secretary) by January 1<sup>st</sup>.</b></li> <li>Ensure RI Invoice #1 is processed (Responsibility of Treasurer).</li> <li>Encourage members to attend <a href="#">Rotary Weekend 2022</a>, April 8-10, Best Western North Bay. {pending}</li> <li>Review progress for <a href="#">2021-2022 Rotary Citation</a> and <a href="#">DG Club Achievement Recognition 2021-2022</a>.</li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>Encourage members to register for the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8.</li> </ul>
<b>February 2022</b> <i>Peace and Conflict Prevention/Resolution Month</i>	<ul style="list-style-type: none"> <li>Encourage members to attend <a href="#">Rotary Weekend 2022</a>, April 8-10, Best Western North Bay.</li> <li>Encourage members to register for the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8.</li> <li>Discuss progress for <a href="#">2021-2022 Rotary Citation</a> and <a href="#">DG Club Achievement Recognition 2021-2022</a> - report due to AG by July 15<sup>th</sup>.</li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary to ensure all data is recorded and updated to ensure it is kept current.</li> <li>Consider scheduling date for presidential changeover, especially if you are planning on inviting the DG, AG, or other guests, as schedules get very busy.</li> <li><a href="#">Rotary Youth Leadership Awards</a> (RYLA) applications due to, District Chair – pending.</li> <li>Support President Elect and in-coming board with planning process and goal setting.</li> </ul>
<b>March 2022</b> <i>Water and Sanitation Month</i>	<ul style="list-style-type: none"> <li>Encourage members to attend <a href="#">Rotary Weekend 2022</a>, April 8-10, Best Western North Bay.</li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary to ensure all data is recorded and updated to ensure it is kept current.</li> <li>Encourage members to register for the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8.</li> </ul>



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President:	
<b>April 2022</b> <i>Maternal and Child Health Month</i>	<ul style="list-style-type: none"> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>Review progress of Club goals and discuss with Assistant Governor.</li> <li>Support President Elect and new board with planning process and goal setting.</li> <li>Begin preparation for presidential changeover (as per club procedure).</li> <li>Promote <a href="#">District Conference 2022</a> - September 23-25, Holiday Inn, Sudbury.</li> <li>Encourage members to register for the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8.</li> </ul>
<b>May 2022</b> <i>Youth Service Month</i>	<ul style="list-style-type: none"> <li>Discuss progress for <a href="#">2021-2022 Rotary Citation</a> and <a href="#">DG Club Achievement Recognition 2021-2022</a> - report due to AG by July 15<sup>th</sup>.</li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>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).</li> <li>Promote <a href="#">District Conference 2022</a> - September 23-25, Holiday Inn, Sudbury.</li> <li>Foundation Grant applications due to District by June 30<sup>th</sup>.</li> </ul>
<b>June 2022</b> <i>Rotary Fellowships Month</i>	<ul style="list-style-type: none"> <li><a href="#">Rotary Citation</a> - deadline: June 30<sup>th</sup>. Automatically generated via My Rotary data.</li> <li><a href="#">DG Club Achievement Recognition 2021-2022</a> - report on achievement due to AG by July 15<sup>th</sup>.</li> <li>Nominate a club member for the District Governor's outstanding Rotarian Award (criteria to be sent by email).</li> <li>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.</li> <li>Ensure your Club's membership data is up in the RI database - <a href="#">My Rotary</a> [Sign-in &gt; Manage &gt; Club Administration] or via <a href="#">ClubRunner</a> if integrated with RI – before July 1<sup>st</sup>, 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></li> <li>Review <a href="#">Rotary Club Central</a> and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and updated to ensure it is kept current.</li> <li>Attend the <a href="#">2022 RI Convention</a>, Houston, Texas, June 4-8.</li> <li>Promote <a href="#">District Conference 2022</a> – September 23-25, Holiday Inn, Sudbury.</li> <li>Presidential Changeover - End of June or beginning of July (per Club protocol).</li> <li>Foundation Grant applications due to District by June 30<sup>th</sup>.</li> </ul>

**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.