



### Timeline for Club Presidents 2023 – 2024

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](#) and [District Website](#) to access the information/documents listed below. You can add tasks/items that reflect your Club's plans, projects, activities.

<b>President Elect:</b>	
<b>January 2023</b> <i>Vocational Service</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>• Confirm Committee structure and Committee Chairs.</li> <li>• Enter club officers into the RI database - My Rotary [<i>Sign-in &gt; Manage &gt; Club Administration</i>] or via ClubRunner if integrated with RI. (Usually role of Secretary.)</li> </ul>
<b>February 2023</b> <i>Peace and Conflict Prevention/Resolution</i>	<ul style="list-style-type: none"> <li>• <b>Ensure your incoming club officers have been entered into RI database</b> - My Rotary [<i>Sign-in &gt; Manage &gt; Club Administration</i>] or via ClubRunner <b>by February 1<sup>st</sup></b> (Usually responsibility of Club Secretary).</li> <li>• Register for President-Elect training, part of Rotary Weekend - April 14-16, Best Western North Bay.</li> <li>• Promote Rotary Weekend - April 14-16, Best Western North Bay. Encourage Secretary, Treasurer(s), Foundation, Membership Chairs, and other members (i.e., future leaders) to attend.</li> </ul>
<b>March 2023</b> <i>Water, Sanitation, and Hygiene</i>	<ul style="list-style-type: none"> <li>• Attend a pre-Rotary Weekend meeting/call with your Assistant Governor (AG).</li> <li>• Prepare for Rotary Weekend by reviewing information in the President's Briefcase (District Website &gt; Resources/Tools).</li> <li>• Confirm registration for Rotary Weekend.</li> <li>• Promote Rotary Weekend - April 14-16. 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 2023</b> <i>Environment</i>	<ul style="list-style-type: none"> <li>• Attend Rotary Weekend - April 14-16, Best Western North Bay.</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 2023-2024 for them to consider participating in.</li> <li>• Meet with your in-coming Board.</li> <li>• Start to plan the presidential changeover (as per club procedure).</li> </ul>
<b>May 2023</b> <i>Youth Service</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 Rotary Club Central</b> not completed during the Presidents Elect tutorial in April - <b>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 RI Presidential Theme and Rotary Citation.</li> <li>• Promote the District Conference 2023 - October 27-29, The Rosseau Muskoka Resort &amp; Spa.</li> </ul>



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<b>President Elect:</b>	
<b>June 2023</b> <i>Rotary Fellowships</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 - My Rotary [<i>Sign-in &gt; Manage &gt; Club Administration</i>] or via ClubRunner 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>• Promote the District Conference 2023 - October 27-29, The Rosseau Muskoka Resort &amp; Spa.</li><li>• President Changeover Meeting/Event: End of June or beginning of July (per Club protocol).</li></ul>
<b>President:</b>	
<b>July 2023</b> <i>Maternal and Child Health</i>	<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 2023-2024 RI Presidential Theme and Rotary Citation and District Citation 2023-2024. 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 2023-2024, 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.</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 Rotary Club Central and ClubRunner on a regular basis with your Secretary and make sure all data is recorded and up to date.</li><li>• Promote the District Conference 2023 - October 27-29, The Rosseau Muskoka Resort &amp; Spa.</li></ul>
<b>August 2023</b> <i>Membership &amp; New Club Development</i>	<ul style="list-style-type: none"><li>• Promote the District Conference 2023 - October 27-29, The Rosseau Muskoka Resort &amp; Spa.</li><li>• Encourage membership growth and retention (on-going).</li><li>• 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.</li><li>• Inform District Family of Rotary Chair of any club members who passed away OR welcomed a new baby since the 2022 District Conference (as per email request).</li></ul>
<b>September 2023</b> <i>Basic Education and Literacy</i>	<ul style="list-style-type: none"><li>• 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.</li><li>• Begin recruitment process for Long-Term Outbound Youth Exchange students.</li><li>• Promote the District Conference 2023 - October 27-29, The Rosseau Muskoka Resort &amp; Spa.</li></ul>



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President:	
<b>October 2023</b> <i>Community            Economic and            Development</i>	<ul style="list-style-type: none"> <li>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.</li> <li>Attend District Conference 2023 - October 27-29, The Rosseau Muskoka Resort &amp; Spa.</li> </ul>
<b>November 2023</b> <i>The Rotary            Foundation</i>	<ul style="list-style-type: none"> <li>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.</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> </ul>
<b>December 2023</b> <i>Disease            Prevention and            Treatment</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 - My Rotary [<i>Sign-in &gt; Manage &gt; Club Administration</i>] or via ClubRunner 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 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.</li> <li>Consider planning a meeting/social to include the Family of Rotary.</li> </ul>
<b>January 2024</b> <i>Vocational            Service</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><u>Ensure RI Invoice #1 is processed (Responsibility of Treasurer).</u></li> <li>Encourage members to attend Rotary Weekend 2024, April {date pending}, Best Western North Bay.</li> <li>Review progress for 2023-2024 Rotary Citation and District Citation 2023-2024.</li> <li>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.</li> </ul>
<b>February 2024</b> <i>Peacebuilding            and Conflict            Prevention</i>	<ul style="list-style-type: none"> <li>Encourage members to attend Rotary Weekend 2024, April {date pending}, Best Western North Bay.</li> <li>Discuss progress for 2023-2024 Rotary Citation and District Citation 2023-2024 - report due to AG by July 15<sup>th</sup>.</li> <li>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.</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>Rotary Youth Leadership Awards (RYLA) applications due to, Carl Hultay, District Chair (per email notice with details).</li> <li>Support President Elect and in-coming board with planning process and goal setting.</li> </ul>
<b>March 2024</b> <i>Water,            Sanitation, and            Hygiene</i>	<ul style="list-style-type: none"> <li>Encourage members to attend Rotary Weekend 2024, April {date pending}, Best Western North Bay.</li> <li>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.</li> </ul>



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President:	
<b>April 2024</b> <i>Environmental</i>	<ul style="list-style-type: none"> <li>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.</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 District Conference 2024 - details pending.</li> </ul>
<b>May 2024</b> <i>Youth Service</i>	<ul style="list-style-type: none"> <li>Discuss progress for 2023-2024 Rotary Citation and District Citation 2023-2024 - report due to AG by July 15<sup>th</sup>.</li> <li>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.</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 District Conference 2024 - details pending.</li> <li>Foundation Grant applications due to District by June 30<sup>th</sup>.</li> </ul>
<b>June 2024</b> <i>Rotary Fellowships</i>	<ul style="list-style-type: none"> <li>Rotary Citation - <b>deadline: June 30<sup>th</sup></b>. Automatically generated via My Rotary data.</li> <li>District Citation 2023-2024 - report on achievement due to AG by July 15<sup>th</sup>.</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 - My Rotary [<i>Sign-in &gt; Manage &gt; Club Administration</i>] or via ClubRunner 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 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.</li> <li>Promote District Conference 2024 - details pending.</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.