Rotary District 7010

Timeline for Club Presidents 2026 – 2027

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.

President Elect:	
January 2026 *Vocational Service*	• 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 [*Sign-in* > *Manage* > *Club Administration*] or via ClubRunner if integrated with RI. (Usually Secretary's role.)
February 2026 *Peace and Conflict Prevention/ Resolution*	• Ensure your incoming club officers have been entered into RI database - My Rotary [*Sign-in* > *Manage* > *Club Administration*] or via ClubRunner by February 1st (Usually Club Secretary's role). • Register for President Elect Learning Seminar (PELS)/Rotary Weekend - April 24-26, Best Western North Bay Hotel and Conference Centre. • Encourage Secretary, Treasurer(s), Foundation, Membership Chairs, and other members (i.e., future leaders) to register.
March 2026 *Water, Sanitation, and Hygiene*	• Attend a pre-PELS meeting/call with your Assistant Governor (AG). • Familiarize yourself with the information in the President's Briefcase (District Website > Resources/Tools > Club Resources). • Confirm registration for PELS/Rotary Weekend - April 24-26, Best Western North Bay Hotel and Conference Centre. • Encourage Secretary, Treasurer(s), Foundation, Membership Chairs, and other members (i.e., future leaders) to register. • Confirm Committee Chairs (and/or Co-Chairs) for new Rotary Year.
April 2026 *Environment*	• Attend PELS/Rotary Weekend - April 24-26, Best Western North Bay Hotel and Conference Centre. • 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 2026-2027 for them to consider participating in. • Meet with your in-coming Board. • Start to plan the presidential changeover (as per club procedure).
May 2026 *Youth Service*	• Discuss the upcoming year with your Board - 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. • Promote the District Conference (September 25-27, Peterborough).
June 2026 *Rotary Fellowships*	• 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 [*Sign-in* > *Manage* > *Club Administration*] or via ClubRunner if integrated with RI - before July 1st, in preparation for July RI invoice #2. (Usually Secretary's role.) *Please note: You will be charged for all members listed so accurate reporting is critical.* • Promote the District Conference (September 25-27, Peterborough). • President Changeover Meeting/Event: End of June or beginning of July (per Club protocol).

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President:	
July 2026 *Maternal and Child Heath*	• Ensure membership list is up to date and accurate by July 1st. • Ensure RI Invoice #2 is processed (Responsibility of Treasurer). • Schedule regular Club Council/Assembly (normally 2-4 per Rotary Year). • Confirm Club budget (as per Club procedure). • Include DG and AG on your Club Bulletin/Newsletter/weekly announcement, etc. list. • Review and update Club Constitution and by-laws, as required. • Discuss 2026-2027 Club Excellence Award [RI] and District Citation. • 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 2026-2027, 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. • Prepare for AG visits. The AG will make one formal visit to the Club and, if the club wishes, attend a Board meeting. • Promote the District Conference (September 25-27, Peterborough).
August 2026 *Membership & New Club Development*	• Promote the District Conference (September 25-27, Peterborough). • 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 District Family of Rotary Chair of any club members who passed away OR welcomed a new baby since the 2025 District Retreats (as per email request).
September 2026 *Basic Education and Literacy*	• 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 the District Conference (September 25-27, Peterborough).
October 2026 *Community Economic and Development*	• 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.
November 2026 *The Rotary Foundation*	• 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.
December 2026 *Disease Prevention and Treatment*	• 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. *Please Note: Your club will be charged for all members listed so accurate reporting is critical.* • 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.
January 2027 *Vocational Service*	• Ensure membership data is accurate (responsibility of Secretary) by January 1st. • Ensure RI Invoice #1 is processed (Responsibility of Treasurer). • Encourage members to attend PELS/Rotary Weekend 2027, April {date pending}. • Discuss 2026-2027 Club Excellence Award [RI] and District Citation. • 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.

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President:	
February 2027 *Peacebuilding and Conflict Prevention*	• Encourage members to attend PELS/Rotary Weekend 2027, April {date pending}, Best Western North Bay Hotel and Conference Centre. • Review progress for 2026-2027 Club Excellence Award [RI] and District Citation - 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 as per email notification. • Support President Elect and in-coming board with planning process and goal setting.
March 2027 *Water, Sanitation, and Hygiene*	• Encourage members to attend PELS/Rotary Weekend 2027, April {date pending}, Best Western North Bay Hotel and Conference Centre. • 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.
April 2027 *Environmental*	• 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 2027 - details pending.
May 2027 *Youth Service*	• Review progress for 2026-2027 Club Excellence Award [RI] and District Citation - 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). • Promote District Conference 2027 - details pending. • Foundation Grant applications due to District by June 30th.
June 2027 *Rotary Fellowships*	• 2026-2027 Club Excellence Award - deadline: June 30th. Automatically generated via My Rotary data. • District Citation 2026-2027 - report on achievement due to AG by July 15th. • 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 [*Sign-in* > *Manage* > *Club Administration*] or via ClubRunner if integrated with RI – before July 1st, in preparation for July RI invoice #2. (Usually done by Club Secretary.) *Please note you will be charged for all members listed so accurate reporting is critical.* • 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 2027 - details pending. • 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.