

REVERSE PLANNING CALENDAR FOR PRESIDENTS ELECT DISTRICT 5220

PDG ELLEN HANCOCK - ADAPTED FROM GENEROUS UNKNOWN ROTARIAN

Rotary Year 2024-2025		You are President Elect!		Rotary Year 2025-2026		You are now the President!	
2024	JAN 1-APR 30	2024	JULY 1-DEC. 31	2025	JAN 1-JUNE 30	2025	JAN 1-JUNE 30
<ul style="list-style-type: none"> Sign up on Rotary Club Central. Get to know it and other web sites. Get to know people who will support you: DG, AG, District Leadership Trainer and your classmates Get to know your club members – their strengths and interests Review your club’s constitution, by-laws, and organization chart Review documents from RI – President’s Manual, etc. Visit other Rotary clubs, in and out of our district to get “fresh” ideas Brainstorm... be strategic... dream a little...think about what you really want to accomplish Think about goals you want to accomplish, events you want to hold, changes you want to make Choose your board members and club leadership team Expand your calendar and share it. Schedule and publicize key events Attend District prePETS and Leadership Assembly. Get to know other President Elects and your AG Name incoming key club leaders to be voted if not done by Dec. 31st 	<ul style="list-style-type: none"> Fill open positions, including committee chairs Meet with your board members and committee chairs to discuss club goals, projects, events, budgets Work with your team to set ‘stretch’ goals and begin documenting progress on them Attend Pre-PETS late Jan or early February – Also Mid-Year Assembly on same day, same location Attend PETS on March 1st weekend in March at Double Tree in San Jose Get your leadership team and club members registered for District Assembly often late May/early June 	<ul style="list-style-type: none"> Hold your first meeting and use it to set the stage for your year Schedule your first board meeting and refine the year-long calendar for your events and board meetings. Hold your first board meeting and set the stage for how your board meetings will be conducted Have your board approve the club budget and club foundation budget for your year Make plans for the Governor’s Official Visit –contact DG for a guide Schedule at least four club assemblies on pertinent topics Highlight special dates on your calendar for special observances Support your club’s EREY campaign, encourage donations to TRF Annual Program and the Polio Fund Encourage club participation in the District Foundation Dinner and auction- end of Oct /early Nov ea yr Select your club’s President Elect Nominee by Dec 31, 2015 Support your club’s local and international service activities Have FUN!!! 	<ul style="list-style-type: none"> Review club goals and current progress toward those goals Review the awards criteria for District awards, Presidential Citation and other award options Meet with leadership members to review their progress, plans, ask what support they may need Let entire club know how you ALL are doing – what has been achieved to date and what is to come Involve new members and incoming leaders in club activities Make sure your PE is registered for and attends Mid-Year Assembly, Pre-PETS, PETS, Leadership Assembly Support your PE in encouraging attendance at the District Assembly Make sure your club submits applications for appropriate awards and recognitions for District/RI Celebrate your year at the District Conference; display a project that your club did locally or globally Celebrate your year at the RI Convention - last of May/early June Support your new PE as s/he continues goals you began. Continuity and successes are a compliment to your leadership! Consider serving at the district level where you can continue to help. 				
		April 30 – June 30					
		<ul style="list-style-type: none"> Attend and have your team trained at the District Assembly, late May 					

