



Heartland

Multi-District President Elect Training Seminar

HEARTLAND PETS 2021 – Districts 5680 and 5710

SERVICE to your Club ♥ **FELLOWSHIP** with fellow Rotarians ♥ **LEARNING** more about our organization

District 5680 POST-PETS FOLLOW-UP

THE NEXT STEP

Engaging your club's leadership

Hello to all 2021-22 President-Elects in Rotary District 5680,

We know ... you thought you were done receiving emails from us. But communication never stops and there are many opportunities throughout the year for you, your leadership and your general club membership to join in leadership and fellowship events. **So, please don't stop reading -**

Most important, we enjoyed our time with the President-Elects of District 5680 during this year's PETS. **Thank you** for your dedication to your club and Rotary. **Thank you** for taking time out of your busy schedule to attend. **Thank you** especially for your active participation during the event.

Now, as you continue with your planning, please remember that we heard loud and clear throughout this year's PETS about **engaging our membership in an active, vibrant program of serving others; networking with fellow leaders and impacting our communities**. Engaging our membership must include developing and communicating clear goals, carrying forward with action plans and providing measurements enabling us to evaluate our actions.

We want to remind you that planning is important for a successful year. Below are two resources, first is a two-and-a-half Rotary year cycle your club should implement to give presidents time to plan and learn. Second is a "A TYPICAL CLUB CALENDAR" which gives you an overview of the things that should be done as you prepare for and serve as President of your club. This calendar will also give you a foundation for developing your individual Club's calendar.



TYPICAL 2-YEAR CALENDAR TO PREPARE FOR YOUR TERM AS PRESIDENT

July 1st (FIRST YEAR)

Begin term as President-Elect

JULY – October

Identify leadership for the club for the following year, including officers, board members, committee chairs, etc.

Use the first six months of your term as PE to review club documents; i.e., By-laws, budget, strategic plan, operational policies, etc.

December

Club holds elections for following year's leadership.

January - June

PRESIDENT-ELECT SHOULD ATTEND PETS (dates vary each year – usually in March).

PE works with new leaders to ensure smooth transition of responsibilities, including naming non-board chairs.

Identify a volunteer to coordinate district grant project and submit proposal. It is important to remember that the proposal must be submitted no later than your district's deadline. Identifying a project and submit the proposal as president-elect for completion during your year as president.

With the new leadership team, set goals for your presidential year. These goals should be based upon the club's strategic goals, RI presidential theme and the Club's presidential citation. Be sure goals are input into club central.

Develop a budget for the coming year. Present the budget for approval to the club in early June.

The PE should have the opportunity to preside over at least one or two meetings during this time.

LATE SPRING (dates change)

PE & new leadership team should plan to attend any additional district training.

MAY - JUNE

Prepare the "changing of the guard" program in consultation with the current club president. In many clubs, this meeting/program is usually the last meeting of June.

JULY 1st (SECOND YEAR)

Assume your role as Club President!

JULY

Hold your first club assembly – present goals to the club for the coming year.

OCTOBER/NOVEMBER

Attend district conference – highly encouraged for club leadership (board/non-board) and encourage all club members to attend. It is an obligation of the club leadership to support, attend and encourage others to participate in this vital learning/sharing opportunity.

OCTOBER

Ensure the new PE is beginning the search for following year's leadership.

DECEMBER

Chair election for next year's leadership. NOTE: we are electing the PE for the following year, so that person from the time of election through July 1 is known as the president-nominee.

JANUARY

Begin the process of identifying RYLA candidates (through a committee chair). RYLA is typically in late spring but it is important to identify students early.

APRIL

Begin to identify individuals to receive any awards you might present at the end of your term. Each club has its own rituals, culture and processes, so talk with your past presidents for advice. It is encouraged to form a small committee to help with these choices.

Typical club awards: Rotarian of the Year, Service Above Self

Other awards may be given at the discretion of the president

July – June

Conduct a monthly board meeting (April/May/June – invite new leadership team members to attend)

Ensure the district grant (if awarded) is being planned and executed.

Communicate with committee chairs regarding their progress. This is especially important for non-board chairs.

Coordinate the work of your club's local foundation (if your club has one) and the club to ensure success in providing services to your community.

We continue to remind you – you are not alone in this adventure.

You have many resources within District 5680 including DGE Fred Heismeyer, DGN Ivanhoe Love, your assistant governors, and the entire district leadership team.

There are other resources to support you. Watch for the District newsletter, RI e-mails and don't forget the learning modules located on the RI website (Learning Center) and the District website. These letters will be on the district website page created specifically for you. <https://rotary5680.org/page/resources-for-club-presidents>. Please help your members find access to these tools as well, so they can be fully engaged in supporting your plan for the year.

Again, thank you for a successful PETS experience. We look forward to working with you throughout your term as Club President as you connect your club to your community and our world.

In Rotary Service to our Community and the World



Fred Heismeyer
District Governor-Elect
District 5680



DeAnn Sullivan
District Trainer
District 5680



