



# Role and Responsibilities of Club President

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## Presidents-Elect



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# Learning Objectives

1. Identify ways to prepare as President-Elect
2. Understand the role & responsibilities of Club President
3. Implement the Club Leadership Plan



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## Responsibilities as President –Elect before PETS



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- Study the President-Elect's Manual
- Study the CLP
- Ensure that you have the Current MOP as reference
- Ensure that you have your club's constitution and bye-laws
- You should already have appointed your Board of Directors



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# **Responsibilities as President-Elect after PETS**



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- Hold regular meetings with your Board of Directors
- Allocate responsibilities
- Initiate Strategic Planning Process
- Meet with current Board to ensure smooth hand-over
- Arrange dignified change-over function



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# Formation of the Board



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Ensure your Club's traditional process of selecting the Board of Directors is followed

- Ensure that your Board consists of the President, IPP, PE, Hon Sec., Hon Treasurer & .....
- The number of Directors depend on your Club
- Include new matured members as Directors



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## Club 5 Standing Committees

- Membership
- Public relations
- Club administration
- Service projects
- The Rotary Foundation



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# Role of Club President

The club leader and ensure that the club is functioning effectively



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## Effective Rotary Clubs

- Sustain or increase their membership base
- Implement successful projects
- Support The Rotary Foundation
- Develop leaders to serve Rotary beyond the club level



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**Effective Clubs  
are able to**

**Sustain and  
Increase  
Membership**

Implement  
Successful  
Service  
Projects

**Support  
The  
Rotary  
Founda  
tion**

Develop  
Leaders  
Beyond  
Club-Level

**Club Leadership Plan**

**Four Avenues of Service**



# **Responsibilities of President for the 1<sup>st</sup> 6 months**





- Within 2 months, ensure that the club has a strategic plan with annual goals to be filled
- Ensure that committees formed are inline with the CLP
- You would have conducted the 1<sup>st</sup> Assembly at the time of the Governor's visit
- Ensure that all dues, RI, District and Club have been collected
- Ensure that weekly meetings are properly run
- Ensure that all committees meet regularly



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# **Responsibilities of President for the 2nd 6 months**



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- Ensure all committee have set target annual goals to pursue
- Monitor their work
- Ensure major project properly executed
- Ensure leadership renewal takes place



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## Club Leadership Plan

The purpose of the Club Leadership Plan is to strengthen Rotary at the club level by providing the administrative framework of an effective club



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# Club Leadership Plan

- Continuity and consensus in projects, decision making, and goal setting
- More well-trained leaders
- Increased membership involvement
- Strategic plan to guide the work of the club



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# District Leadership Team

- District governor
- Assistant governors
- District committees
- District trainer
- District secretary
- Past district governors



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# SUMMARY

1. Identify ways to prepare as President-Elect
2. Understand the role & responsibilities of Club President
3. Implement the Club Leadership Plan



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# Thank you



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