

# **Session 1:**

## **Role and Responsibilities of a club president.**



# Role of a PETS leader.

- To facilitate discussion among the group.
- To assist presidents-elects in finding answers to questions you may have.
- To relish the opportunity to work together.



## **Group guidelines to ensure the discussions are effective:**

- 1. Know our common goal & motto.**
- 2. Let us agree on some ground rules for taking turns speaking.**
- 3. Let us be mindful and be open to welcome new information and different points of view.**
- 4. Let us state that all comments are welcomed and accepted.**
- 5. Let us limit the use of cellular phones.**
- 6. Do you wish to amend or add to the list?**



# Learning Objectives

- 1. Understand the role of club president.**
- 2. Identify how to prepare as president-elect.**
- 3. Implement the Club Leadership Plan.**



**Refer to Appendix 2,  
page 12.**

**Summary of Session 1:  
Role and  
Responsibilities**

**Use this sheet  
throughout the session.**



For your presidents-elect  
training seminar.

**APPENDIX 2**

**Summary of Session 1: Role and Responsibilities**

**Resources**

**Informational Resources**

*Manual of Procedure* (035-EN)  
*Official Directory* (007-EN)  
*RI Catalog* (019-EN)  
*Rotary Code of Policies*  
*Rotary World* (050-EN)  
*RVM: The Rotarian Video Magazine* (510-DVD)  
*The Rotarian*

[www.rotary.org](http://www.rotary.org)

Keyword search:  
Club Leadership Plan  
Click on:  
Member Access

**Additional Resources**

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**Ideas to Implement**

**Contact**

1.

2.

3.

4.

5.

**Action Steps**

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# **Reminder:**

**All such appendixes are to be completed  
at the PETS training seminar.**



**How many members  
are in your club?**

**Are you happy?**



**Have you already served  
as your club's president?**





**I expect to pass through  
this world but once;  
any good thing therefore that I can do,  
or any kindness that I can show  
to any fellow creature,  
let me do it now;**

**let me not defer or neglect it,  
for I shall not pass this way again.**

*Ettiene De Grellet*



**What is your role as a club president?**



## **Key points:**

**As club president, your role is to lead an effective Rotary club to achieve the Object of Rotary.**

**You must always be seen as serving in the four avenues of service to meet the goals of Rotary.**



# Minimum Standards for Clubs ?



# Minimum Standards for Clubs

1. Pay per capital dues to RI.  
*(minimum payment?)*
2. Meets regularly.  
*(how many meetings can you cancel?)*
3. Ensures that members subscribe to *Rotarian* magazine. *(show magazine)*
4. Implements service projects.
5. Accepts the visit of the DG or AG.

**Failure to function/non-functioning club**



**Is your club effective?**

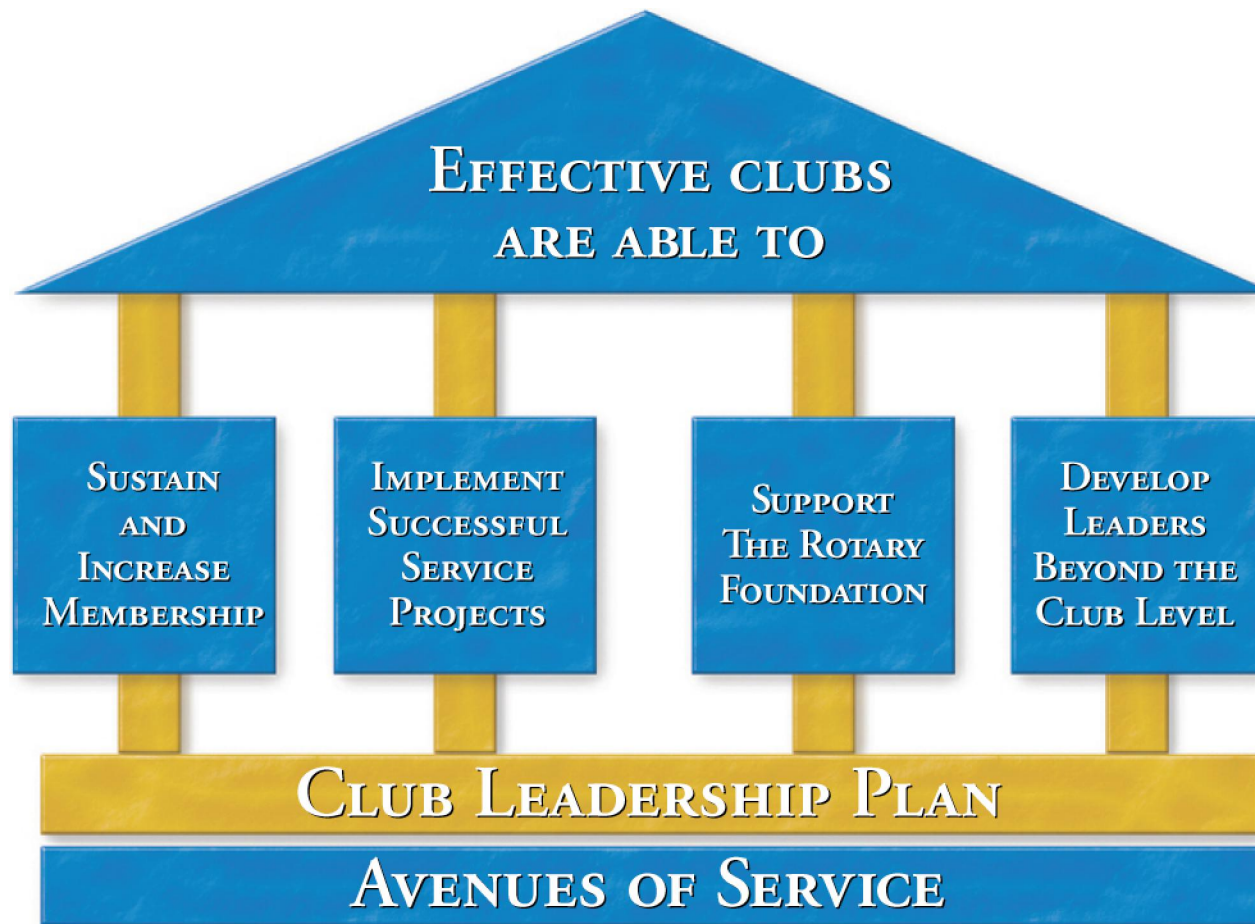
**How is your club effective?**



## Effective Rotary Clubs must be able to:

1. Sustain or increase their membership base
2. Implement successful projects that address the needs of their community and communities in other countries
3. Support The Rotary Foundation through both programme participation and financial contributions
4. Develop leaders capable of serving in Rotary beyond the club level







**Please refer to the Club President's Manual chapter 1 (page 5 & 6) that has a detailed summary of responsibilities as President-Elect and as President.**



**What are some of your responsibilities  
for your year as president?**

**Flip Chart**



## Key points:

### Your Year as Club President

1. Continually evaluate club goals.
2. Ensure each committee has defined objectives.
3. Preside at all meetings of your club.
4. Prepare for and encourage participation at club and district meetings.
5. Work with your club and district leaders.



**Are there any other responsibilities  
you would add?**

**How will you prepare to take office?**



## **Key points: Preparing for Office (PE)**

- 1. Review your club's long-range goals.**
- 2. Set club annual goals that support long-range goals.**
- 3. Work with your club and district, developing key relationships.**
- 4. Ensure regular, consistent training.**
- 5. Ensure continuity in leadership and service projects.**



# Preparing for Office

- Refer to the PETS agenda
- The responsibilities for specific topics will be discussed in other sessions.



## What PETS can offer!

**Organizations cannot teach people to lead, though Rotary can provide the means through which technique for leadership can be learned and practiced.**

**Organization like Rotary cannot compel you to strive for eminence, but Rotary can encourage and support you to look inward and find insights and the distinctive strength that could make you or your club great.**



2.35pm?

## **CLUB LEADERSHIP PLAN (CLP)**

**Refer to the Club President's Manual  
page 7 for a detailed summary of CLP.**

**Please note throughout the PETS/DA,  
CLP will be discussed in greater detail.**



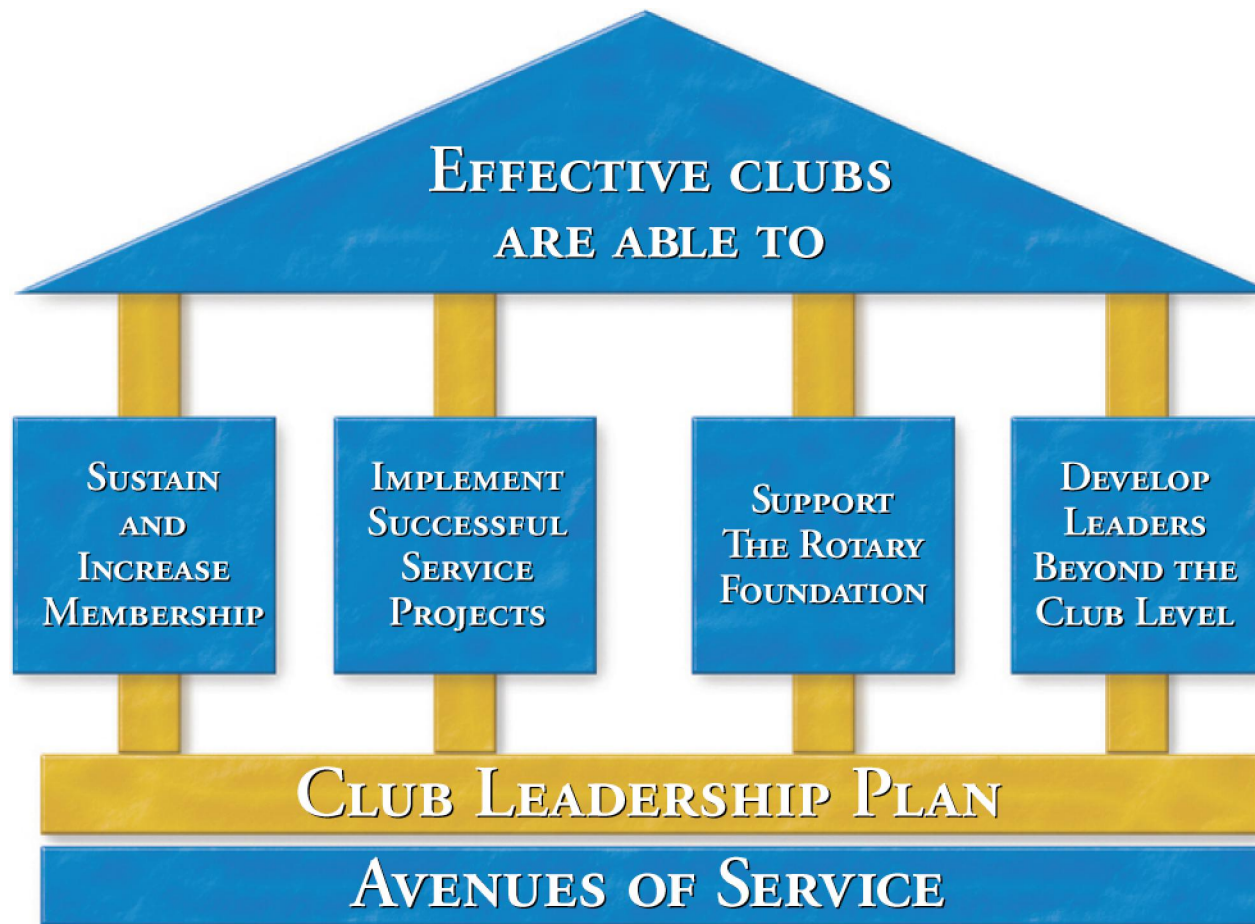


- 1. The Club Leadership Plan is the recommended administrative structure for Rotary clubs.**
- 2. The RI Board encourages Rotary clubs to use it to develop a leadership plan that will provide**
  - Continuity in projects and decision making**
  - Consensus for decision making and goal setting**
  - A larger supply of well-trained leaders**
  - Succession planning for club leadership**



# What is the purpose of the Club Leadership Plan?





**REFER TO APPENDIX 3 (page 13)**  
**RI Board Policy for the Club Leadership Plan**



**How many of your clubs have implemented the Club Leadership Plan?**

**What were/will be your greatest challenges in implementing the plan?**

**How did/could your club benefit from the CLP?**

**If you have not implemented the plan, how will you begin to implement it?**

**Who can support you in implementing the CLP?**



# Implementing the Club Leadership Plan

To implement a CLP, current, incoming, and past club leaders should:

1. Make sure all club members feel involved and informed
2. Develop long-range goals
3. Set annual goals that support long-range goals
4. Communicate with the club and district
5. Ensure continuity in leadership
6. Customize the bylaws to reflect club operations
7. Provide regular fellowship opportunities
8. Actively involve all club members
9. Offer regular, consistent training



**Which of these 9 best practices does your club already do?**

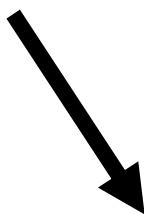
**Which of these best practices would benefit or strengthen your club?**



# Review

## Refer to Appendix 2

What action steps  
will you take as a  
result of this session?



### APPENDIX 2

#### Summary of Session 1: Role and Responsibilities

For your presidents-elect  
training seminar.

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##### Action Steps

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# **What is needed to qualify the 2009-2010 presidential citation criteria?**



Thank you for your participations.

## References

