

# **WHAT TO DO WHEN YOU LEAVE PETS**

## **What Do You Need to Do Next?**

### **STEP 1**

Make a list of all the project your club has done or will finish in the current Rotary year 2022-2023. Place a name beside each project of the person who was in charge/leading it.

Have a meeting to discuss these projects and ask if there are any projects the club would like to add to the list. Get input from the club on each project (**START, STOP or CONTINUE**)

### **STEP 2**

Think about what project the club wants to do and who would be good at helping you do it

- \*Do club health check – Rotary Club Health Check. (Helps you determine your clubs strengths and weaknesses)
- \* Take the Presidential Citation and the Governor Citation (Some Districts may have a points system) and make a PLAN to how the Club is going to accomplish the stated goals or get points.
- \*Write your project and goals down.
- \*Make a list of all your club members and assign them a task that helps you accomplish the goals. (It does not matter how big or small the task may be, get everyone involved)
- \*Try and give all your responsibilities away so all you have to do is lead and inspire the Club

### **STEP 3**

**Personally** go and ask those members you want on your team.

Tell them specifically what tasks you want them to help you with during your year as President.

\*It is helpful if you have these tasks in writing for them to look at.

\*Create a timeline for when you want these tasks accomplished.

(Note: If you do not make a specific time to do these tasks they will never get done)

### **STEP 4**

Once you have your team, get them signed up and committed to attend **District Training Assembly**.

Go to the learning center at [rotary.org](http://rotary.org) and view Club Leadership and ask them to take one of the learning plans to teach them about their role.

**Reasons why you want your team at District Training Assembly or Learning Center**

- \* This will make your job easier
- \* They'll understand the year, theme and focus, and therefore be in a better position to get started.
- \* Teaches them how to do their job, so you don't have to. (Foundation/Membership Chair, Treasures, Secretary, Public Image)
- \* Gets your team "fired up".
- \* You get to network with District Leadership and put faces and names together and learn from one another.

### **STEP 5**

Start meeting with your new board to make plans and set goals for the year based on the Presidential and Governor's Citations along with some Club Goals.

### **STEP 6**

5 Get your team to attend **District Conference** (why attend?)

- \* You get to see what other clubs have done in service projects and membership and can use their ideas.
- \* You get to bond with your Club members and other Rotarians outside of a Rotary meeting.
- \* You get to kick off your year and get everyone excited.

## **SUCCESS OF YOUR CLUB DEPENDS ON HOW WELL YOU PREPARE OVER NEXT 90 DAYS**

### **HELPFUL IDEAS TO MAKE YOU AND YOUR CLUB BETTER:**

**June 1** - Have the club secretary purge and clean up your roles in **June** so your membership number is accurate on July 1, 2023.

- \* The number of members you have **JULY 1, 2023** will be the number you are responsible for and the International Dues and District Dues will be collected based on this number.

**June & July**– Install your officers and directors - AG would be glad to induct.

- \* Plan to have a club assembly in June or before to share the year's plans with the club. This will help the club get focused on what you expect them to do and who is responsible in the club.
- \*Get your chairs to help with the presentation.
- \*Share the District and International theme for the year.

**Quote:**

**"IF YOU ALWAYS DO WHAT YOU HAVE ALWAYS DONE YOU WILL ALWAYS BE WHERE YOU HAVE ALWAYS BEEN"**

**I encourage you to do something different this year that will make your club stand out above the average club.**

## **IDEAS FOR THOUGHT:**

- \***Have a special meeting at the first of the year where you tell the club your goals and who and how you plan to accomplish these goals.** (good time to get more volunteers to pick a project they are interested in and help with participation on that particular project)
- \***Get a calendar and plan out your entire Rotary Year – when service project are, all club meetings and holidays parties and socials**
- \***Make at least two separate file folders in your E-mail to place Rotary e-mails that are Important & General.** (this will help you to sort through the junk e-mails if needed in the future to find things)
- \***Start collecting Foundation money early to help meet your goal (average is \$100 per member)**  
(you can collect \$25 a quarter extra in dues and at the end of the year you will have the \$100 per member)
- \***Have quarterly or monthly meetings with your directors to check progress & keep communication open.**  
(Try to have the majority of the things done and finished before Christmas and then take the next three months to finish any loose ends and get ready for awards at District Conference)
- \***Schedule having a couple of good socials during the year to bring your club closer together.**  
1.)Reserve several tables at a local restaurant and have dinner, 2.)Wine and cheese social at a members home, 3.)Get a block of tickets to a local concert or play. 4.)Do something out of the ordinary meeting setting.
- \***Recognize outstanding work or participation of your members each week.**
  - Recognition benefits the club by:
    - Encouraging Rotarians to continue serving and contributing
    - Thanking club members for their work
    - Motivating others to serve and contribute
    - Providing positive feedback to Rotarians devoted to serving their community and communities around the world

### **Get to know the Presidents of several surrounding clubs.**

-While you are not president yet, go to other Club meetings and get ideas of how others conduct their Meetings. You may want to use some of their ideas.

### **Membership Retention.**

Your members are Rotary assets. Get new members involved quickly. Consider the RED BADGE program or something similar. The concept is to assign several tasks to help and encourage new members to learn about the club, find an area that interests them and to get involved. Some suggested tasks are as follows:

- Sit with different club members at meetings and get them to sign a roster.  
(Must have all club members sign)
- Have each new member do their classification talk to the club.
- Attend a new member orientation program.
- Lead club in the Four Way Test
- Attend a board meeting.
- Be a greeter –5- times.
- Attend 3 different committee meetings.
- Attend a District function.
- Attend 2 fellowship activities.
- Participate in a club service project.
- Make up a meeting at two other clubs
- Visit two members at their place of business to see what they do.
- Attend an RLI Class

### **The Key Questions you need to ask about your club when planning:**

Are you going to be a better Club this year than you were before?

1. Would your community miss your Club if it were not here?
2. What would the community miss about your Club?
3. What would the members miss about the Club?
4. Do you spotlight those items the community would miss?
5. Are you sharing your Rotary Story in the community?
6. Can the club have better meetings and more interesting programs?
7. Would better networking and mentoring opportunities create for more members?
8. Did the club raise more money, both in terms of total dollars and per capita, and have a greater impact than before?
9. Did the club spend more money on community projects and the Rotary Foundation, both in terms of total dollars and per capita, then before?
10. Did the club develop leaders who can assume positions of greater responsibility within the club and at the district level?

**PLAN & DELEGATE, DELEGATE, DELEGATE AND FOLLOW UP ON PROGRESS OF THE PLAN AND DELEGATION.**