





# The Basics

## Facilitators

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## Sample

### **PART 1: PLANNING YOUR YEAR:**

- **START NOW!!!** Plan your year ahead of time
- Your club goals should align with the priorities and goals of Rotary's strategic plan.
- Seek opinions from your members and committees on goals for the year.
- Identify your club's strengths and weaknesses to determine how you'll meet your goals.
- Enter your goals in Rotary Club Central and review them regularly throughout your term, making adjustments as needed.
  - Awards and recognition (district awards to the club)
- Review the status of your goals with members at club assemblies.
  - Your goals, and sharing them with the club through different outs
- Work with your assistant governor to find resources to meet your goals.
  - Your resources, what's available and where can I find them?

## **PART 2: RUNNING YOUR CLUB:**

*Use above QR code link for more info and sample documents*

- Running your club efficiently and effectively
  - Timeline/Calendar (samples available)
  - Meeting agendas (sample available)
  - Communication (sample QR page available)
  
- Awards and Recognition
  - Club awards (individuals or small groups), District Awards
  - Thank-yous: Notes, calls, verbal
  
- Board meetings
  - Explore ideas, make decisions, and evaluate progress
  - Work with club leadership to delegate club administration duties
  - Review and edit your club bylaws to reflect updated practices
  - Financial management responsibilities: Reduce club liability, budget, foundation giving
  
- My Rotary
  - Membership lists, club data (or through third party integration vendor)
  - Resources, what's available and where
  
- Rotary Club Central
  - Manage goals
  - Track service activities
  - Review trends