Successful Presidency: Nuts and Bolts 2008-09

By Dick Sammis, District Governor 6360

1. **Definition of good club** (the basics):

- a. good venue
- b. good food
- c. good programs
- d. good projects

2. Quality programs

- a. not enough to delegate programs
- b. don't say yes to all 'circuit speakers'
- c. make sure club seeks out good programs
- d. program committee; plan your program year
- e. strong speaker introduction

3. Have a back up program

- a. Rotary Video Magazines!!
- b. have a club member ready

4. Edify, edify, edify

- a. build up club leaders
- "We're lucky to have Brenda this heading up."
- b. builds confidence in your club leaders
- c. edify often
- d. strong introduction for District Governor

5. Thank you, thank you, thank you

- a. thank your speakers
- b. written thank you notes
- c. impact of "thanks" from a Rotary President

6. Club Assemblies (club committees' meetings)

- a. four per year minimum
- b. essential to an achieving club
- c. you must be organized before a club assembly

7. Club archives

- a. organize yours or start yours
- b. important club documents-easily lost
- c. always a club member interested in history

8. Close relationship with your board

- a. prepare for your board meetings
- b. constant contact with key board members
- c. find key people in your club you can count on

9. Plan your year with your leadership team

- a. get your team together early (now!)
- b. your team will buy into goals *jointly formed!*
- c. plan your club goals well in advance

10. Use the phone!!!!

- a. if you need volunteers, call your members
- b. less likely to say no over the phone
- c. Say "May I count on you?"
- d. teach committee chairs

11. Survey your members

a. what they want/ what they would change

12. Good club directory

- a. essential for communication
- b. pruf read, proof reed, peruf bread (Mary/Mark)
- c. secure club website
- d. consider "ClubRunner" (www.clubrunner.ca/)

13. **Delegate**

- a. learn to delegate-early and often
- b. most members WANT involvement on some level
- c. uninvolved members may get bored and quit
- d. No 80/20 rule in Rotary; your members ARE the 20%

14. Plan each club meeting (be professional)

- a. use a planner
- b. get to the meeting early (the 10 minutes before meeting)
- c. never ask, "Who's got the fine box?" know in advance
- d. start and end on time makes big difference!

15. Announcements

- a. members to inform you before the meeting
- b. more professional
- c. helps with time management

16. Get your club moving!

- a. prescription for dull club: new project!!
- b. activity retains members, brings in new members.
- c. builds pride in your club
- d. at least one new project/activity your year!

17. Allow members to get up before your club

- a. you're not a soloist with a one-year gig.
- b. get members involved introducing speakers
- c. let more members have the fine box
- d. "I am, I do" (short bio by a member each meeting)

18. Be prepared for onslaught of mail

- a. set aside time for Rotary mail (snail and "e")
- b. have filing system ready
- c. never go without email any length of time

19. **Be flexible**

- a. goals in cement, plans in sand
- b. a good opportunity may blindside you

20. Give time limits to those speaking before your club

- a. especially the "2-minute" speakers
- b. student speakers need time limits

21. **Be positive**

- a. never let them see you sweat.
- b. when thing go wrong, be more positive, never blame
- c. no room in a successful club for negativity

22. Good newsletter.

- a. do email newsletters get to all of your members?
- b. newsletter interesting? same basic info repeated?
- c. do your club members get District Newsletter?

23. Ask for help

- a. past club presidents, Asst. Gov., Dist. Gov.
- b. the only stupid question is the one you don't ask!!
- c. RI Manuel of Procedure (<u>www.rotary.org</u>)

24. Make up at other Clubs

- a. great way to get fresh ideas for your club.
- b. get other clubs' newsletters
- c. network joint activities with other clubs.

25. Don't mix finances / Keep Accts. separate

- a. charitable funds raised from the community
- b. administrative expenses for club

26. Bylaws/Club Constitution

- a. does your club have these?
- b. see yellow pages of Manual of Procedure
- c. RI suggested templates
- d. pres elect and vice president not same person

27. Religion and Politics

- a. invocation great
- b. visit from Congressman great
- c. going deeper dangerous/ can be offensive
- d. Rotary is large umbrella/inclusive

28. Always wear your Rotary pin with pride

- a. work as well as meetings creates PR/pride
- b. set example to club members

29. It's ok to change a project

- a. if outdated/disliked: change it
- b. get consensus

30. Community Projects: Rotary plaques

a. PR is not bragging but informing

31 Year Round Membership 'strategy'

a. make it fun/competition

32. Best clubs promote the RI Foundation a. sense of belonging/bigger picture 33. Be creative! a. heck with the old farts, try something new b. why new club pres each year?? NEW BLOOD 34. Have some fun! a. some clubs are 'all business' – this can be dull b. create atmosphere where it's ok to have fun. Notes for my year: