

## 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. proof read, proof read, proof read (*Mary/Mark*)
  - c. secure club website
  - d. consider "ClubRunner" ([www.clubrunner.ca/](http://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

