

Rotary International District 6900

President Elect/President

TIMELINE

April 2018-June 2020

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Jim Squire, District Governor

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**April 2018 – President-nominee – Begin preparation for two exceptional years. ​**

* Begin meeting monthly with President and PE
* Visit one nearby club and meet with the club’s PN
* Attend District Conference

**May 2018 – President-nominee – Continue preparation for two exceptional years. ​**

* Continue monthly meeting with President and PE
* Visit one nearby club and meet with the club’s PN

**June 2018 – President-nominee – Continue preparation for two exceptional years. ​**

* Continue monthly meeting with President and PE
* Visit one nearby club and meet with the club’s PN
* Attend District Yearend Celebration May 30th

**July 2018 – President-elect – Start of new Rotary officers' year of service**

* Begin putting your Board together for your year if your club by-laws permit a PE created Board
* Attend all Board meetings
* Attend all Committee meetings
* Get a schedule of activities and attend each
* Select the focus for your year
* Continue monthly meeting with President

**August 2018 – President-elect – Membership and New Club Development Month**

* Continue selecting your Board
* Attend all Board meetings
* Attend all Committee meetings and decide which Committee Chairs you want to continue in that role your year
* Continue monthly meeting with President

**September 2018 – President-elect – Basic Education and Literacy Month**

* Finalize all Officer and Board positions with the Nominating Committee and/or Board
* Plan Board Retreat in October
* Attend all Board meetings
* Continue monthly meeting with President

**October 2018 – President-elect – Economic and Community Development Month**

* Include a club meeting agenda item to elect and/or approve all Officer and Board Positions for the coming year
* Hold Board Retreat
* Take the results of your Board Retreat and start developing your club Leadership Plan
* Have all selected Officers and Board members shadow current Officers and Board members
* Attend all Board meetings
* Register for Peach State President-Elect Training Seminar (PETS). All Presidents for 2019-2020 must attend here or in some other State. (peachstatepets.org)
* Continue monthly meeting with President

**November 2018 – President-elect – Rotary Foundation Month**

* Report your officers to Rotary International through Rotary Club Central
* Request that the current Secretary enter all information, including officers and Board, for your year into Rotary Club Central
* Complete a draft of your club Leadership Plan and share it with your Board members for their comments and suggestions
* Attend all Board meetings
* Continue monthly meeting with President and new President Nominee

**December 2018 – President-elect – December is Disease Prevention and Treatment Month**

* Club officer data must be submitted to RI no later than December 31st. Your current club secretary can fill out the information online
* Finalize your club Leadership Plan
* Attend all Board meetings
* Continue monthly meeting with President and President Nominee

**January 2019 – President-elect – January is Vocational Service Month**

* Deadline for registering for Peach State PETS. Presidents-Elect attendance is REQUIRED. Presidents-Nominee attendance is strongly encouraged
* Meet with your new leadership team and begin to appoint committee chairs and sub-committee members for your year
* Attend all Board meetings
* Continue monthly meeting with President and President Nominee and assist, as requested, with District and Rotary International awards preparation

**February 2019 – President-elect – February is Peace and Conflict Prevention/Resolution Month**

* Continue to finalize club goals for your year
* Register for the District Training Assembly - March 30

District Training Assembly is for everyone; Officers, Directors and all club members, especially newer members one to seven years in Rotary. A variety of Rotary Workshops will be available, and your club normally pays for all Rotarians who attend

* Register for the District Conference – Sandestin Golf and Beach Resort- Miramar beach, Florida  
  April 25-28, 2019
* Develop your club budget with appropriate Board members and key committee chairs
* Attend all Board meetings
* Continue monthly meeting with President and President Nominee

**March 2019 – President-elect – March is Water and Sanitation Month**

* Attend Peach State PETS March 1-3- Renaissance Concourse Hotel - Atlanta Airport
* Finalize club Membership and Foundation Goals in Rotary Club Central
* Attend District Training Assembly- March 30
* Register for the District Conference if you haven’t already- Sandestin Golf and Beach Resort- Miramar beach, Florida  
  April 25-28, 2019
* Review important documents such as the Club Bylaws, District Operating Procedures, RI Manual of Procedure, and District Directory
* Check Grant application deadlines
* Attend all Board meetings
* Continue monthly meeting with President and President Nominee

**April 2019 – President-elect – April is Maternal and Child Health Month**

* Read the Club President’s Workbook and the Club Committee Manuals at rotary.org
* Start developing your budget with your club President and current Treasurer (and Treasurer for your year if different)
* Schedule a Board meeting with your Assistant Governor to review and discuss your club goals and objectives for your year
* Work with the President to set the date for your club’s yearend celebration and installation of officers for the new year
* Extend an invitation to any District Leadership you would like to attend your yearend event
* Have the President include you and your leadership team in all Board meetings
* Continue monthly meeting with President and President Nominee
* Attend District Conference -Sandestin Golf and Beach Resort- Miramar beach, Florida  
  April 25-28, 2019

**May 2019 – President-elect – Youth Service Month**

* Review Rotary Citation requirements, Governor’s Citation requirements, and District Awards standards and requirements and modify your club Leadership Plan if necessary to achieve these goals
* Discuss your draft budget with your Board members and committee chairs and then finalize your operating and charitable budget for the year
* Work with the President to schedule a Club Assembly in June to announce next year’s club goals and objectives
* Have the President include you and your leadership team in all Board meetings
* Continue monthly meeting with President and President Nominee

**June 2019 – President-elect – June is Rotary Fellowships Month**

* Lead a Club Assembly, and, with your Leadership Team speaking on behalf of their individual areas of responsibility, share your goals and objectives for the upcoming year
* With the help of your Assistant Governor prepare a President’s Report to be sent to the District Governor Elect
* Update your Club Roster to ensure that only current, participating members are listed prior to July 1, when Rotary Club Central will be updated
* Meet with your club Secretary and Membership Chair to coordinate reporting each area of responsibility in a timely manner as required
* Hold your yearend celebration and installation

**July 2019** **– President – Woo! Hoo! July is Start of new Rotary Officer’s year of service**

* The first week in July or when he/she receives the invoices the club Treasurer should send Semi Annual Per Capita Dues for each member to Rotary International and to the District 6900 Treasurer
* Insure that the club’s current year President, Secretary, Executive Secretary, Foundation Chair, Public Image Chair and Membership Chair are properly identified at Club Administration on the Rotary International website
* Hold your first Board meeting as club President
* Notify all appropriate Board members and Committee chairs of all district function dates
* Introduce your Assistant Governor and invite him/her to make remarks to the club on district activities
* Hold a President’s Council meeting, where applicable, and attend with your Assistant Governor
* Review the Rotary Citation, Governor’s Citation and District Award goals with your Board
* Submit press releases about the new club leadership and plans for the year to local newspaper and other internet media
* Send news articles (new Board, club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Register the appropriate club members for the Membership /Public Image/ Foundation Seminar on August 31
* Begin monthly meetings with the President Elect

**August 2019** **– President – August is Membership and New Club Development Month**

* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Register the appropriate club members for the Membership /Public Image/ Foundation Seminar on August 31st.
* Continue monthly meetings with the President Elect

**September 2019** **– President – September is Basic Education and Literacy Month**

* Have the club Treasurer post the club’s Rotary Foundation contributions to RI for the first quarter
* Work with the President – elect to finalize all Officer and Board positions for next year with the Nominating Committee and/or Board
* Visit any Interact and/or Rotaract clubs that your club sponsors
* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect

**October 2019** **– President – October is Economic and Community Development Month**

* Begin the process of planning for District Awards and Recognition by sharing the required criteria for submission with the appropriate Directors and Committee Chairs
* Review the first quarter’s goals and objectives and outcomes at the Board meeting
* Record and readjust if necessary goals and objectives at Rotary Club Central
* Have a club meeting agenda item to elect and/or approve all Officer and Board Positions for the coming year
* Hold a President’s Council Meeting, where applicable, and attend with your Assistant Governor
* Attendance Report: Each club shall enter online, monthly Attendance reports of its meetings
* Begin to promote the District Conference - April 30-May 3, 2020
* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect

**November 2019** **– President – November is Rotary Foundation Month**

* Make sure the President-elect and President-nominee register for Peach State PETS
* Promote the District Conference - April 30-May 3, 2020
* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect and President Nominee

**December 2019** **– President – December is Disease Prevention and Treatment Month**

* Put officers and directors in Rotary Club Central before December 31
* Remind Treasurer to input Rotary Foundation contributions for Second Quarter
* Make sure the President-elect and President-nominee register for Peach State PETS
* Promote the District Conference - April 30-May 3, 2020
* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect and President Nominee

**January 2020** **– President – January is Vocational Service Month**

* The first week in January or when he/she receives the invoices the club Treasurer should send Semi Annual Per Capita Dues for each of member to Rotary International and to the District 6900 Treasurer
* Review the second quarter’s goals and objectives and outcomes at the Board meeting
* Record and readjust if necessary goals and objectives at Rotary Club Central
* Meet with your Club Directors and Committee Chairs to make sure they are providing the necessary help with documentation for the Rotary Citation, Governor’s Citation and District Club Awards
* Plan for the Spring Interact Conference with Interact Officers, Advisors, Sponsors and club Youth Director/Chair
* Hold a President’s Council Meeting, as applicable, and attend with your Assistant Governor
* Promote the District Conference - April 30-May 3, 2020
* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect and President Nominee

**February 2020 – President – February is Peace and Conflict Prevention/Resolution Month**

**Month**

* RYLA (Rotary Youth Leadership Awards) announcement and selection forms arrive
* Celebrate Rotary’s Birthday February 23, 1905
* Promote the District Conference - April 30-May 3, 2020
* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect and President Nominee

**March 2020 – President – March is Water and Sanitation Month**

* Remind Treasurer to input Rotary Foundation contributions for Third Quarter
* Make sure that President-Elect attends the District Training Assembly along with his/her officers, directors and key committee chairs. All members are encouraged to attend
* Deadline for the DISTRICT AWARDS submission to the District Awards Chair
* Deadline for the Rotary Citation information to be entered at Rotary Club Central
* Deadline for the Governor’s Citation to be submitted to the District Governor
* Promote the District Conference - April 30-May 3, 2020
* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect and President Nominee

**April 2020 – President – April is Maternal and Child Health Month**

* Work with the President-elect to set the date and for your club’s yearend celebration and installation of officers for the new year
* Extend an invitation to any District Leadership you would like to attend your yearend event
* Review the third quarter’s goals and objectives and outcomes at the Board meeting
* Record and readjust if necessary goals and objectives at Rotary Club Central
* Hold a President’s Council Meeting, as applicable, and attend with your Assistant Governor
* Submit all RYLA applications
* Hold your monthly Board meeting
* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect and President Nominee
* Attend the District Conference - April 30-May 3, 2020

**May 2020 – President – May is Youth Service Month**

* Submit press releases about any service projects during the month to local newspaper and other internet media
* Send news articles (club projects, and events) to the District Newsletter Editor/Publisher
* Have a Family of Rotary event
* Continue monthly meetings with the President Elect and President Nominee
* **June 2020 – President – June is Rotary Fellowships Month**
* Remind Treasurer to input Rotary Foundation contributions for Fourth Quarter
* Send student to RYLA
* Present to the Board a yearend financial report
* Hold your yearend celebration and installation

**Woo! Hoo! Great job on a fantastic year! CONGRATULATIONS! you made it!**

**PE-P timeline DG Jim 2018-2020 9-20-18**