



Successful Presidency: Nuts and Bolts By Dick Sammis, DGE 6360

1. **Generic Definition of good club (the basics):**
 - a. Good venue
 - b. Good food
 - c. Good programs
 - d. Good projects

2. **Quality programs**
 - a. Make sure Rotary Club seeks out good programs
 - b. Consider a program committee; plan your program year
 - c. Insist on a strong speaker introduction

3. **Have a back up program**
 - a. Rotary Video Magazines!!
 - b. Club member who would be ready

4. **Edify, edify, edify**
 - a. Build up club members in leadership positions
 - b. Edification builds confidence in you club leaders
 - c. Edify often
 - d. Strong introduction for your District Governor on his/her visit (your club will get more out of her/his presentation)

5. **Thank you, Thank you, Thank you**
 - a. Thank your speakers
 - b. Written thank you notes
 - c. Pat on the back (literally)
 - d. Do not underestimate impact of "thanks" from a Rotary President

6. **Club assemblies (club committees)**
 - a. Four per year
 - 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 are easily lost
 - c. There is always a club member interested in history

8. **Close relationship with you board**
 - a. Prepare for your board meetings
 - b. Constant contact with key board members
 - c. Find the key people in your club you can count on

9. **Plan your year with your leadership team**
 - a. Get your team together early (within 30 days after PETS)
 - b. Your team will buy into goals jointly formed
 - c. Plan your club goals well in advance of July 1

10. **Use the phone!!!**

- a. If you need volunteers, call your members
- b. Less likely to say no over the phone
- c. More likely to keep their commitment to you.
- d. "Can I count on you?"

11. Survey your member

- a. Ask you members what they want/ what they would change.

12. Good club directory

- a. Essential for communication
- b. Proof read, pruf read, proof read, peruf bread
- c. Club secure website
- d. Consider "Clubrunner" (www.clubrunner.ca)

13. Delegate

- a. Learn to delegate
- b. Delegate early
- c. Most of your members WANT to get involved on some level
- d. Failure to delegate will cost you club members (get bored and quit)
- e. There is no 80/20 rule in Rotary; your members ARE the 20%

14. Plan each club meeting

- a. Use a planner
- b. Get to the meeting early
- c. New ask, "who's got the fine box" – know in advance
- d. Start and End on time – this makes a difference!

15. Announcements

- a. Ask members to inform you before the meeting
- b. More professional
- c. Helps with time management

16. Get your club moving!

- a. Activity retains members, brings in new members,
- b. Builds pride in your club
- c. At least on new project/activity in 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 club member at 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 for any length of time.

19. Be flexible

- a. Goals in cement, plans in sand
- b. A good opportunity may blind-side you (if not open to new ideas).

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 things 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. Is this fair to all concerned?
 - c. Newsletter interesting, or is same basic info repeated?
 - d. Do your club members get District Newsletter?
23. **Ask for help**
- a. Past Club President, Assistant District Governor, District Governor
 - b. The only stupid question is the one you don't ask.
 - c. RI Manuel of Procedure – most answers about Rotary are here.
 - d. RI website (www.rotary.org) - rest of answers are here.
 - e. District website (www.rotary6400.org) - more answers
24. **Make up at other Clubs**
- a. Great way to get ideas for your club.
 - b. Get other club newsletters
 - c. Network – joint activities with other clubs.
25. **Don't mix finances**
- a. Charitable funds raised from the community
 - b. Administrative expenses for club (keep separate!)
26. **Bylaws/Club Constitution**
- a. Does you club have these?
 - b. See yellow pages of Manual of Procedure
 - c. RI suggested templates
 - d. President Elect and Vice President – not same person
27. **Religion and Politics**
- a. Invocation – great – non demoninational
 - 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. Wear as well at meetings – creates PR as well as pride
 - b. Lead by example to club members
29. **Be creative!**
- a. The heck with old farts, try something new.
 - b. Rotary switches Presidents every year TO GET NEW BLOOD
30. **Have some fun!**
- a. some clubs are 'all business' – this can be dull

b. Create atmosphere where its' ok to have fun.