

ROTARY INTERNATIONAL
HEARTLAND MULTI DISTRICT
PRESIDENT ELECT TRAINING SEMINAR

- SELECT YOUR CLUB CHAIRPERSONS AND BOARD MEMBERS – MAKE YOUR SELECTIONS EARLY, IT MAY BE HARDER THAN YOU THINK TO GET VOLUNTEERS. WITH YOUR SELECTIONS MADE, YOU CAN MEET WITH THEM PRIOR TO YOUR YEAR BEGINNING AND ESTABLISH YOUR GOALS FOR THE YEAR. IT MAY ALSO BE BENEFICIAL FOR YOUR BOARD TO MEET IN CONJUNCTION WITH THE CURRENT BOARD TO ESTABLISH SOME CONTINUITY.
- COMPLETE THE REQUIRED FORM, PLANNING GUIDE FOR EFFECTIVE ROTARY CLUBS. DOWNLOAD FROM THE MAIN PAGE. THIS FORM SHOULD BE COMPLETED AND BROUGHT WITH YOU TO PETS. MANY OF THE ITEMS ON DEMOGRAPHICS YOU WILL GET FROM YOUR CLUB SECRETARY, OTHER ITEMS WILL NEED TO BE DISCUSSED WITH YOUR BOARD.
- WORK WITH YOUR BOARD TO DETERMINE WHAT YOUR CLUB GOAL WILL BE FOR ANNUAL GIVING TO THE ROTARY FOUNDATION. A RULE OF THUMB IS THE EREY (EVERY ROTARIAN EVERY YEAR) GOAL OF \$100 PER CAPITA. YOU WILL PROBABLY BE ASKED FOR THIS GOAL AMOUNT BY YOUR DISTRICT GOVERNOR DURING THE TRAINING. COMPLETE THE CLUB GOAL REPORT FORM AND BRING WITH YOU TO PETS TRAINING.
- READ THE DOCUMENT, QUESTIONS TO PREPARE FOR PETS. DOWNLOAD FROM THE MAIN PAGE. THIS DOCUMENT WILL GIVE YOU AN IDEA OF THE TOPICS THAT WILL BE PRESENTED IN THE TRAINING AND HOPEFULLY, WILL GENERATE SOME QUESTIONS THAT CAN BE ADDRESSED DURING THE TRAINING.
- BECOME FAMILIAR WITH THE CLUB PRESIDENTS MANUAL. IT'S NOT THAT BIG, AND CAN BE A VERY VALUABLE TOOL FOR REFERENCE DURING YOUR YEAR.....IF YOU KNOW WHAT IS IN THERE.
- FOR CLUB SECRETARIES, BECOME FAMILIAR WITH THE CLUB SECRETARIES MANUAL. IT CONTAINS A WEALTH OF KNOWLEDGE, FROM YEARS OF EXPERIENCE. INCLUDED ARE THE QUESTIONS FOR CLUB SECRETARIES, BY LOOKING AT THESE AND THE MANUAL, IT WILL GIVE YOU A GOOD BACKGROUND FOR THE TRAINING.
- GET TO KNOW YOUR ASSISTANT GOVERNOR. IF YOU DON'T KNOW WHO IT IS, ASK YOUR CURRENT CLUB PRESIDENT OR YOUR DISTRICT GOVERNOR. THIS PERSON WILL BE YOUR FIRST POINT OF CONTACT DURING YOUR YEAR AND CAN BE OF GREAT ASSISTANCE.