

District 5420 Utah Rotary Club President 2021-2022 Calendar of Events and Responsibilities

January 2021: You are Club President in six months!

1. You have or have set up your My Rotary account.
 2. Your club should have held its election of a President Elect Nominee (PEN) and your committee chairs, based on nominations and your club bylaws.
 3. Your current club president or secretary has entered you in Club Administration at rotary.org as the President-Elect.
 4. Enter club officers and board for your President year in Club Administration at rotary.org
 5. Review the goals in Rotary Club Central at rotary.org and **make a plan to discuss** with your incoming board.
 6. Report the contact information for the PEN and the committee chairs to your club's AG so that these individuals are recorded on the District Governor Elect's (DGE) Team google document.
 7. [Register for High Country PETS](#) – virtual in 2021.
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February 2021

1. Complete the reading and resource review in [Google Classroom](#) **before** virtual High Country PETS, March 19 & 20, 2021.
 2. Because the cost of virtual High Country PETS is reasonable, consider having your club pay also for your PEN to attend.
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March 2021

1. Attend [virtual High Country PETS](#), March 19 & 20, 2021.
2. Calendar all **Post-PETS Sessions, Saturday mornings 9:30-10:30am, April 10, April 17, May 1, May 15, June 5.**
 - See [Google Classroom](#) Topic: Post-PETS for all details.
3. Be sure your Club Chairs in Membership, Foundation, Youth, and Public Image, and your Secretary and Treasurer are aware of the **Post- PETS Sessions relevant to them.**
 - You and your Youth Chair should also attend **Saturday June 5, 2021 9:00-10:00am session on Youth Protection.**

4. Be sure you have access to a distribution list for all club members.
5. Plan with the club board, and in open conversation with a community partner, an impactful critical need local service project that can form the center of your club's [District Grant proposal](#), due July 1.
 - Assign a board member to do the research, complete the Grant form, and turn it in on time.
6. Consider partnering with at least one other club and one community organization for a [Governor's Collaborative Grant](#) – application due May 1, 2021.

April 2021

1. [Register](#) & attend 2021 District Conference, a virtual event April 23-24 – with your club board.
2. **Saturday April 10, 9:00-10:30am: Nuts & Bolts of running a Rotary Club.** Zoom with a panel of successful past club presidents.
3. **Saturday, April 10, 2021 11:00 am-Noon: Zoom Club Treasurer Training.**
4. **Saturday April 17, 9:00-10:00am: Goal setting for Club Presidents.**
 - **Set your goals in Rotary Club Central** at rotary.org
5. Meet with the club Treasurer and President to review the club budget and begin the budget for your Year.
 - a. Be sure there are funds to send the then PE to High Country PETS – in person event @\$1000 with airfare, hotel, and registration - in February 2022.
 - b. It would be appropriate to budget to send the current club President (you) to District Conference May 12-14, 2022 in West Valley City.
 - It would be great if there are sufficient funds for your board and committee chairs to attend. Registration cost will be @ \$150-\$175 p/p, including meals.
 - c. As the May 2022 District Conference will be focused on leadership and professional development, you may want to budget to subsidize younger members of your club or young professionals in the community (potential members) and Rotaractors.
 - d. Some clubs budget to send the current President to the Rotary International Convention in June [2022 in Houston](#).

May 2021

1. May 1, 2021: Deadline for [Governor's Collaborative Grants](#).
2. **Saturday, May 1, 2021 9:00-10:30am: Zoom call led by District Membership & Foundation Chairs with you and your Club Membership & Foundation Chairs.**
3. **Saturday, May 15, 2021 9:00-10:45am: Zoom call led by District Public Image, Rotaract & Youth Chairs with you and your Club Public Image & Youth Chairs.**
4. **Saturday, May 15, 2021 11:00-Noon: Zoom Club Secretary Training.**
5. Meet with your Club Secretary to make sure you are both on the same page as regards his/her duties. Be sure he or she has entered club officers and your goals in My Rotary and Club Central.

6. Review your club By-Laws. Decide with your incoming board if any changes are necessary.
7. Survey your club membership. Use the **Member Satisfaction Survey** or the **Rotary Club Health Check** on rotary.org Discuss the results with your club, and plan changes accordingly.
8. Make plans with your incoming board about how to achieve [the Rotary Citation](#). The Citation is literally a road map for a successful club!
9. Would you or your board like to attend [Rotary International virtual Convention](#) June 12-26, 2021?

June 2021

1. Help plan your Installation and the Installation of your board if that is your club protocol.
2. Discuss any changes you might want to make to your club's meeting room layout or the program with your board.
3. **Saturday, June 5, 2021 9:00-10:00am: Zoom Youth Protection training for you and your Youth Chair.**
4. Be sure your club has given to The Rotary Foundation during this past Rotary Year, as District Grant Awards are based on a three-year average of club giving. If not, make a contribution. Contact your [Foundation Specialist](#).
5. Be sure your [District Grant application](#) is submitted no later than July 1.
6. Be sure your Local Service Chair is tracking your club's service month-by-month so your club is ready to enter information for the 2021-2022 Service Impact Report in May or June 2022. See [utahrotary.org](#) for a convenient excel tracking document in the website footer available June 2021.

July 2021: Congratulations! You are Club President!

1. Celebrate with your club and board at your Installation event.
2. July 1: Submit semi-annual Membership Report and dues to RI.
3. July 1: Submit a [District Grant application](#) for an impactful local service project you have planned in conversation with a community partner. [Utahrotary.org](#)
4. **Saturday, July 17, 2021 5:50-8:30pm: District Governor Judy Zone's Installation** outside BBQ at the Cottonwood Club in Holladay, Utah. See Events at [utahrotary.org](#) for more info by May 2021.
5. Be sure your **club goals are entered in Rotary Club Central**.
6. Plan a board meeting for August to discuss the Rotary International Action plan with your club board in preparation for your 2021 [Club Cluster Assembly](#). Click for the date of your club's local Assembly and the schedule. Club Cluster Assemblies start in August and run through the end of October.
 - a. DG Judy will provide the Guide to this discussion.
 - b. Remember: **Cancel your club meeting the week before or after your Club Cluster Assembly**. This Saturday meeting is your club's meeting, open to all Rotarians. [Club Cluster Assemblies include the DG visit](#).
 - c. Be sure your members know this date and are planning on attending.

7. Investigate various Rotarian, Rotaract, and Interact Awards available to honor your members at rotary.org Deadlines for application are throughout the Rotary Year.

August 2021

1. Be sure you have or have scheduled your club board meeting to discuss RI's Action Plan (Guide from DG Judy before June 2021) before your [Club Cluster Assembly](#).
 - a. You bring the results to the multi-club board meeting which starts each Club Cluster Assembly.
 - b. Be sure your members have marked their calendars and are planning on attending!
 - c. There are limited \$400 grants to pay for food and beverage at a club meeting or club board meeting to do this club visioning/strategic planning. Contact DG Judy at dgjudy@utahrotary.org
2. Select students for RYLA, Sept 22-25, 2021. Contact RYLA Chair Natalie Argyle for more information. cuttincurral@me.com
 - Ask club members to consider being a RYLA facilitator.
3. Consider an Each One Bring One Membership Event. Up to \$400 for 12 clubs for food and beverage. Contact DG Judy Zone dgjudy@utahrotary.org
4. See if you or your board would like to attend [Zone 26/27 Institute](#) November 11-14, 2021 in Tucson, Arizona.

September 2021

1. RYLA is Sept. 22-25.
2. Pull up your club's 10 year giving to The Rotary Foundation on rotary.org Sign in to My Rotary/Manage/Club Administration/Reports/Giving
 - If every member of your club is not contributing to The Rotary Foundation, consider making a pitch for these contributions with your Foundation Chair.
3. Ask your [District Foundation specialist](#) to make a presentation during your Year.
4. Find out when **Rotary Leadership Institute** is happening in our District, and send board members, new members and/or emerging leaders. Contact Past District Governor Glade Hamilton gladerhamilton@msn.com

October 2021

1. District-wide World Polio Day Dinner TBA this month.
2. Remind your Club Foundation Chair of Foundation Month in November.
 - a. Become familiar with Paul Harris points, the number of Paul Harris Fellows in your club, and the Paul Harris Society.

- b. Ask your Foundation Chair to check for members who are eligible for 'Matching Funds' to achieve Paul Harris Fellow status. Submit your club request.
 - c. Become familiar with the process for crediting Foundation contributions to The Rotary Foundation.
 - d. Plan a Foundation program for November, or sometime in your Rotary Year.
3. Mid-October: Email for nominations for District Governor Nominee Designee (DGND) goes out to Club Presidents.

November 2021

1. Review your Board and Committee Chair positions. Check out the position descriptions in the [District Google Drive](#), or write a 'job description' if one is not in place.
2. Solicit nominations for club board positions for 2019-2020.
3. Rotary [Zone 26/27 Institute](#) in Tucson November 11-14.
4. Your club's [990 Notice](#) to the IRS is due.
5. Review your goals, monitor progress, and share at your board meeting.
6. Hold a Foundation fundraising event, or a Friendsgiving Membership Event.

December 2021

1. Hold club elections for PE, PEN, and club board for the 2022-2023 Rotary Year.
2. Input club election results for the next Rotary year into Club Administration at rotary.org
3. Tell your AG the PE, PEN, Club chair & officers names, emails, cell #s for input into the DGE's google doc.
4. Have a holiday party with your club members! Celebrate your club successes!
5. Look into attending, with your board, the [Rotary International Convention](#) in Houston, June 2022.

January 2022

1. Select a club delegate for District-wide Zoom caucuses to select the DGND and to attend the District Business Meeting later in January, or beginning of February. You will be receiving an email mid-month with more information.
2. Complete the Semiannual Membership Report and submit along with dues to RI.
3. Encourage your President-elect to register for [High Country PETS](#) , end of February in Denver.

February 2022

1. Your club PE should attend [High Country PETS](#) in Denver.
2. **Volunteer to help – or ask club members to help – with our District Conference, May 12-14, 2022.**
 - a. Contact District Conference Chair Jayne Barnett jaynebarnett58@gmail.com
 - b. May 2022 District Conference is a *membership* event, as well as a Rotary event, with a focus on leadership and professional development programming.
 - c. Your club should start thinking of young professionals – or people of any age – to invite, and if appropriate subsidize their attendance.
 - d. Your club can have a potential member exhibit at District Conference, advertising the benefits of belonging to your club!
 - e. We need help partnering with local colleges and universities, professional associations to promote the Conference.

March 2022

1. Membership and Foundation reports are being pulled for the purpose of District Awards. Make sure your data is current in rotary.org
2. Register to attend District Conference in May 2022, along with your club board, and potential members. See Events at utahrotary.org for information.
3. Meet with your club board to be sure you are ready to file your [District Grant Final Report](#) by June 15. Clubs that file late Final Reports will not be eligible for a District Grant during the next Rotary Year.
4. Be sure club members have begun open conversations with a community partner about real needs so that your club can apply by July 1 for another [District Grant](#).

April 2022

1. Make plans for your club's end-of-year event and leadership transition, including ordering awards.
2. Review your goals, monitor progress, and share at board meeting.
3. Review progress toward the [Rotary Citation](#).
4. Be sure your club and club members are contributing to The Rotary Foundation Annual Fund – as allocation for District Grants are based on a three year giving average. Contribute by June 30!
5. Be sure your club and club members are contributing to Polio Plus.
 - Contact your [Foundation Specialist](#) for all information.
6. Register to attend District Conference in May 2022, along with your club board, and potential members. See Events at utahrotary.org for information.

May 2022

1. Attend District Conference, May 12-14, 2022 along with your club board and potential members.
2. Review your goals, monitor progress, and share at your board meeting.
3. Update Rotary Citation progress on Rotary Club Central.
4. Be sure your Local Service Chair is ready to enter information for the 2021-2022 Service Impact Report! See utahrotary.org for more information.

June 2022

1. Help plan the Installation of the incoming Club President and board if that is your club protocol.
 - Be sure celebrate with your club ALL your members' accomplishments!
2. Meet with your President-elect to discuss the transition, if you haven't already.
3. June 15: [District Grant Final Reports](#) are due!
 - Clubs filing late Final Reports **will not be eligible for a District Grant during the next Rotary Year.**
4. Make sure final **Annual Fund and Polio Plus contributions** have been submitted to TRF to receive proper credit.
 - Contact your [Foundation Specialist](#) for all information.
5. Review your goals, monitor progress, and share your final results at your board meeting. Make sure everything is properly updated in RCC.
6. **June 30:** Rotary Citation criteria deadline to RI, updated in Rotary Club Central.
7. If interested, contact the District Governor, a District Chair, or your AG to discuss Rotary service at the District level.
8. [Rotary International Convention](#) in Houston, June 2022.