

## PLANNING YOUR ROTARY YEAR

October	<p>Start thinking about</p> <ul style="list-style-type: none"><li>• potential members for your Board - key positions outside BOD such as Bulletin Editor, Fellowship, Attendance, etc. should also be considered</li><li>• what projects you would like to carry out - organise an informal meeting with a few of the senior members of the club to seek their advice and guidance.</li></ul>
November	<p>Club's Nominating Committee meets You propose names for your Board of Directors PE and VP positions to be identified with Nominating Committee's recommendation.</p>
December	<p>AGM &amp; Election of Board of Directors. After AGM –</p> <ul style="list-style-type: none"><li>• Allocate the portfolios of the elected officers</li><li>• Draw up a draft allocation of members to various Service Committees (consider each member's strength and weakness)</li><li>• Meet up with active PPs to seek their support and proposals for projects, activities &amp; job allocation.</li><li>• Make sure the out-going Secretary sends the RI <b>Official Directory Form</b> to RI, District with copy to you</li></ul> <p>Thomas Jefferson said and I quote: "No duty the Executive has to perform is so trying as to put the right man in the right place".</p>
January	<p>Call for first <b>Monthly Incoming Board meeting</b> to:</p> <ol style="list-style-type: none"><li>1) Confirm the elected officers to respective portfolios</li><li>2) Confirm the appointed officers</li><li>3) Discuss allocation of members to various committees</li><li>4) Discuss the projects for each Avenue of Service</li></ol> <p>Encourage incoming Directors to come out with their own ideas of projects. Invariably, many may not be able to and you may then propose to the Director/s to consider the projects you have in mind (projects discussed with senior members sometime in October).</p> <p>This approach will be a moral booster to your Director/s so that in the eyes of the members of the service committee, it would not appear that he/she has no plans of projects at all.</p>

- February & March
- 1) Monthly meetings of all committees begin.
  - 2) Each committee to discuss projects, objectives, financial involvement, date of implementation & Rotarian in charge
  - 3) It is critical here that YOU be present at all the meetings so that you know of projects planned.
  - 4) Identify fund-raising vehicle/timing
  - 5) Committees commence groundwork for projects

At PRE-PET II, DGE announces message of RI President, District Goals, Visions and Plans.  
Incoming Board fine-tune projects accordingly

- April
- Incoming Board meeting to discuss:
- Projects/budget proposed by all the committees
  - Club Plans and goals
  - **Installation event** - committee chaired by Incoming President-elect with incoming board as members. Suggest date/venue/VIP, etc . Make decision on what type of installation you want. GoH - necessary to have a politician?
  - **Fund Raising** - committee chaired by Incoming vice President - amount depends on budget. Other sources of fund – ROTAFOM Support Grant, DSG, MG, CIMB

In taking the final decision, the Incoming Board must bear in mind the following:

- 1) Don't do a project just for the sake of doing it
- 2) The project must be within the manpower capabilities of the club – don't overtax members
- 3) Can the club raise the fund required?
- 4) Proper allocation of implementation dates - to avoid over activity in some months and under activity at others.

NB:

- Projects should preferably be carried out in our club's territory. Avoid going to other towns to implement projects.
- Also avoid projects with religious groups, benefitting single race or promoting political parties.

May

Further discussion of club projects both by Board and the service committees. Month by month calendar of events (in tabulated form) can be drafted.

May/June

Joint meetings (Between Out-going and In-coming Committees/Board) are highly recommended - to ensure proper transition and handing over of files.

Mid June Finalization of all projects, with every project having:

1. Title of project (with Rotary sub heading), eg. Human Development or Community Development
2. Objective/s
3. Budget
4. Date of implementation and venue
5. Rotarian/s in charge

A tabulated report on Income & Expenditure can then be prepared to include the following:

A)	INCOME	B)	EXPENDITURE
1	Members entrance fees, subscriptions, fines	1	Expenditure in each Avenues of service
2	Funds to be raised	2	Subscription to District, RI, etc.
3	Other sources of income (adverts., donations, etc	3	Secretarial expenses, accounting fees, tax, etc.

PS The finalized **Calendar of Events should be published** so that all members are informed of the year round activities of the Club.

July Assume Office as Club President and presentation of Club Plans and Goals and all relevant Board of Directors' projects and budget at First Club Assembly.