

## Club Leadership Plan Worksheet

Club presidents should use this worksheet to plan their club's implementation of the Club Leadership Plan. The strategies listed in each section are common ways clubs might choose to implement the Club Leadership Plan in conjunction with the *Planning Guide for Effective Rotary Clubs* and the Recommended Rotary Club Bylaws. This worksheet, the planning guide, and the bylaws are all based on practices of effective Rotary clubs.

Rotary Club of \_\_\_\_\_  
Name of club president: \_\_\_\_\_  
Rotary year of office: \_\_\_\_\_

### Implementation

1.  Our club has developed a long-range plan that addresses the club's service goals for the next 3-5 years including service projects, membership, The Rotary Foundation, and leadership development. Include how the club will promote its activities in each of these areas. Use a separate sheet and attach to this worksheet.
2.  The club has completed the *Planning Guide for Effective Rotary Clubs* to address goals for the upcoming Rotary year.
3.  Club assemblies have been planned for the following dates to prepare for the upcoming year and keep club membership informed:
  - Club assembly after district assembly: \_\_\_\_\_
  - Club assembly in preparation for governor's official visit: \_\_\_\_\_
  - Other club assemblies: \_\_\_\_\_
4.  The club has developed a communication plan. Use a separate sheet and attach to this worksheet.
5.  The club has developed a system for continuity in leadership.
  - President-elect and president-nominee are involved in decision making.
  - Chair-elect appointed in addition to chair for each committee.
6.  The club has adopted the Recommended Rotary Club Bylaws. *Note that the latest version of the Recommended Rotary Club Bylaws can be obtained from the RI Web site. Outline any enhancements to the bylaws on a separate sheet and attach to this worksheet.*
7.  Fellowship activities have been planned for the year. Use a separate sheet and attach to this worksheet.
8.  The club has developed a system for keeping all members active in the club.
  - All members appointed to a committee.

- All members involved in a service project.
  - New members have assigned activities to help them get involved in the club.
9.  The club has developed a comprehensive training plan.
- President-elect attends PETS on \_\_\_\_\_.
  - All incoming club leaders attend district assembly on \_\_\_\_\_.
  - New member orientation is offered \_\_\_\_\_.
- Club members are encouraged to attend:
- District Rotary Foundation seminar on \_\_\_\_\_
  - District membership seminar on \_\_\_\_\_
  - District leadership seminar on \_\_\_\_\_
  - District conference on \_\_\_\_\_

**Committees**

Club board of directors receive club committees reports every \_\_\_\_\_.  
 The following Rotarians will be appointed:

Membership

Chair \_\_\_\_\_  
 Vice chair \_\_\_\_\_  
 Past chair \_\_\_\_\_  
 Members \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The Rotary Foundation

Chair \_\_\_\_\_  
 Vice chair \_\_\_\_\_  
 Past chair \_\_\_\_\_  
 Members \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Public relations

Chair \_\_\_\_\_  
 Vice chair \_\_\_\_\_  
 Past chair \_\_\_\_\_  
 Members \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Club administration

Chair \_\_\_\_\_  
 Vice chair \_\_\_\_\_  
 Past chair \_\_\_\_\_  
 Members \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Service projects

Chair \_\_\_\_\_  
 Vice chair \_\_\_\_\_  
 Past chair \_\_\_\_\_  
 Members \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other (if needed): \_\_\_\_\_

Chair \_\_\_\_\_  
 Vice chair \_\_\_\_\_  
 Past chair \_\_\_\_\_  
 Members \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Use a separate sheet to list additional committees as needed and attach to this worksheet