

The Rotary Foundation, and leadership development. They should also include strategies for promoting your club's successes in each element. As your club's leadership plan evolves, these goals should be updated.

2. **Use the *Planning Guide for Effective Rotary Clubs* to set annual goals that are in harmony with your club's long-range goals.**

The planning guide lists common strategies that your club might use to achieve your annual goals, allowing you to add alternate strategies. Think of it as a working document, one that you can update as needed. Annual goals should address each Avenue of Service and work to help your club pursue the Object of Rotary.

3. **Conduct club assemblies that involve members in the planning process and keep them informed of Rotary activities.**

Club assemblies help all members of your club stay up-to-date and feel included in club activities. Club assemblies are an opportunity for all members to discuss decisions that affect your club and for committees to report on their activities.

4. **Ensure clear communication between club leaders, club members, and district leaders.**

Regular club assemblies that include all club members and your assistant governor help to ensure that this communication takes place. Outside of club assemblies, you should work with club leaders to develop a plan for communicating with each other, club members, and district leaders. In your communication plan, outline who will communicate with whom, what method will be used, and when.

5. **Provide continuity in leadership of your club and service projects.**

Because Rotary club leaders change annually, every club needs a continual supply of leaders. Three of the most successful ways to achieve continuity are making appointments for multiple years; having a current, incoming, and past chair on all committees; and having the current club president work closely with the president-elect, president-nominee, and immediate past president. Continuity in leadership of service projects is important as service projects can last longer than one year.

6. **Amend club bylaws to reflect the club committee structure and roles and responsibilities of club leaders.**

Work with your fellow club officers to modify the Recommended Rotary Club Bylaws from RI to reflect your club's operations. Check your bylaws annually to make sure they are current.

7. **Provide opportunities to increase fellowship among club members.**

Members who enjoy Rotary will feel more involved. Strong club fellowship will also support your club's service efforts. Involve the families of your members to ensure they support your club as well.

8. **Ensure that every member is active in a club project or function.**

Club involvement teaches members about Rotary and helps retain them as active members of the club. Active members feel ownership and dedication to club projects. Involve the families of your members to increase your service potential.

Refer to appendix B for RI Board policy for the Club Leadership Plan.

Rotary President Elect Manual

KJ Lindholm-Leary



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web a cleaning service contract is an agreement between the cleaning company and a client that requires cleaning services the agreement could be adjusted based on the length of the required services as well as the cleaner's specific tasks and duties

