

CREATING YOUR CLUB LEADERSHIP PLAN



Use this worksheet to create a plan that works for your club. Use the checklist below as a starting point, adding and editing strategies to meet your club's needs.

Rotary Club of

Rotary year:

Best Practices for Your Club

- Our club has a strategic plan that details what we want the club to be like in three to five years. Our strategic plan includes long-range goals related to service projects, membership, The Rotary Foundation, public image, and leadership development.
- Our club has entered its annual goals in Rotary Club Central.
- Our club holds assemblies to keep members engaged and informed. (Enter the dates for club assemblies planned for the year.)
 - Club assembly after district assembly:
 - Club assembly in preparation for governor's official visit:
 - Club assembly to solicit innovative ideas from all members:
 - Other club assemblies:
- Our club practices open communication, and members feel comfortable expressing concerns or new ideas.
- Our club ensures continuity by
 - Preparing members for leadership positions
 - Including past, present, and future leaders in decision making
 - Documenting procedures
- Our clubs bylaws are current and relevant.
- Our club amends its bylaws to reflect our structure and practices.
 - All members are aware of the bylaws and have access to them.
 - All members have been given the opportunity to suggest changes.
- Our club has social activities planned for the year and ensures members have fun by
 - Including time for networking and socializing in weekly meetings.
 - Including family members in club activities.

- Encouraging members to suggest ideas for social activities.
- Our club has strategies for keeping all members active in the club. For example:
 - All members serve on committees.
 - All members are involved in service projects.
 - New members are assigned activities to help them get involved.
 - New members are assigned mentors.
- Our club has a comprehensive training plan.
 - The president-elect attends PETS on _____.
 - All incoming club leaders attend district training 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 _____.
- Our club has committees that support our needs. Our club has the following committees:
 - Administration
 - Membership
 - Public relations
 - Service projects
 - Rotary Foundation
 - _____
 - _____
 - _____
- Our club board receives club committee reports every _____.