

	July	August	September	October	November	December	January	February	March	April	May	June
Administrative	Finalize transition report. New Rotary Year; past and current chairs meet; Current Chairs meet and review current year Presidential Citation Requirements	Strategic Planning Session in lieu of board mtg/ confirm strategic plan calendar	Review assignments as president	Work as needed/ P.C. Review/ District Conf.	Confirm goals for year.	Confirm goals for year.	Committee Chairs meeting/ P.C. Review	Review Presidential Citation Draft	Club submits Presidential Citation	Officers help plan and coordinate the timeline for the following year	Final Committee Chairs meeting New Chairs Appointed	Check on document retention
Family of Rotary	Recruit/confirm committee members; make assignments										New Chairs Appointed	Evaluate year, fill our report
Fellowship		Establish monthly social schedule. Create list of events for the year (possible use of survey tool to determine events most are interested in)	Meet w/ Community Service & Fundraising Committee reps to discuss joint projects	Divide responsibility for coordinating different social events among members; emphasis on Charter night in June.			Evaluate social events to date. Are they helpful to members for building relationships with fellow Metro Rotarian?		Revisit plans for Charter Night and other special spring events.		New Chairs Appointed	Charter Night
Membership	Confirm committee members and orient all members to application process.	Meet with Fellowship to determine opportunities for member recruitment activities.		P.C. Review of Membership goals			P.C. Review of Membership goals				New Chairs Appointed	
Newsletter	Recruit New Committee Members.	Assign each member a month to take notes									New Chairs Appointed	
Programs	Meet with committee members, assign monthly responsibilities. Discuss the President's wishes for programming.	New programming year begins	One month prior: Committee members send program and speakers to the committee chair.	One month prior (w/ changes as needed): Committee chair sends to President and Newsletter chair.	Mid-year: Committee meets to discuss how things are going and to make adjustments.						President asks chairs to serve. Recruitment of 12 committee members- one to serve each month.	Recruitment of 12 committee members- one to serve each month continues.

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Color Key

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ROI - Member Orientation	Mentor Training/ROI Checklist/Ongoing throughout year			P.C. Review								New Chairs Appointed	
Website/ List Serve	Chk with Pres. Re thoughts on website; Create area on website to archive private documents	Update as needed	Update as needed	Update as needed	Update as needed	Ask members to check on directory listings	Update as needed	Update as needed	Update as needed	Update as needed	Update as needed	New Chairs Appointed	
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Community Service	Recruit New Committee Members/Club out for Hunger Campaign; president appoint chair for Hunger Campaign	New Rotary year past and current chairs meet; review presidential citation w/ president	Review reporting and other requirements for any grants received, calendar. Score against hunger; survey on fundraiser recipient	Review calendar, make coordinator assignments for Nov -Dec; begin discussion on recommendation for fundraiser recipient	Training and make assignments for Slav. Army and VAC X-mas projects; confirm plans for spring project	Slav. Army and VAC X-mas project	Finalize service project plan; Implement Spring Project; Determine if DSG is to be submitted (New Grant Calendar needs to be checked)	Finalize service project plan. Review final budget for service proposals; implement spring project	Submit final budget for service proposals to board by mid March; Implement spring project	Provide funds/ Implement Service Projects; DSG reports inf any begin draft for DSG grant if any	Provide Funds/ implement Spring Service Projects; DSG report; submit DSG proposal if any (check date)	Recruit New Committee Members; confirming member; coordinate with incoming chair	
Fundraising	Recruit New Committee Members.		Schedule Meeting w/committee to set date and secure caterer		Coordinate with committee	Coordinate with committee	Sell tickets	Trivia Night					
PIE	Seek cont'd club budgeting for Literacy awards to schools.	Meet with Title I reps to discuss yearly plans. Set monthly meeting dates/ strategies for volunteer recruitment	Determine school recipients of Literacy Awards as budgeted for the year./Planting & Mulching at Park Avenue	Present literacy awards at the selected schools	Updates on Title I events. School volunteer opportunities and progress.	Updates on Title I events. School volunteer opportunities and progress.	Updates on Title I Events. School volunteer opportunities and progress.	Updates on Title I Events. School volunteer opportunities and progress.	Updates on Title I Events. School volunteer opportunities and progress.	Updates on Title I Events. School volunteer opportunities and progress.	Updates on Title I Events. School volunteer opportunities and progress.	Present bookmarks to kids at Title I end of year school events.	

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Foundation	Recruit New Committee Members/ P.C. Review	Brainstorm meeting ideas and ways to contribute to the foundation			Focus on Rotary Foundation Month	Offer club match to Foundation	P.C. Review				Offer Club match to Foundation	
International Projects	Co-chairs appointed for committee. Recruit new members	New Rotary year chairs meet with past chairs/ Committee identifies possible projects.		Submit district simplified grant.		Decision on district grant made. Proceed with "Plan B" if not funded.	Plan RI Anniversary with 6Ps	Receive info on visiting GSE Team. Work to help with visit. Disperse project funding. RI Anniversary Event	Be ready to welcome GSE team		Project report to club, press release, etc.	Plan next year's budget/ Disperse remaining funds.
Youth Exchange		Inbound/ Outbound students arrive in new country. Inbound counselor meet @ airport, enroll in school, establish bank account. Meet with new host family. Outbound counselor communicates with Outbound student.	Inbound/ Outbound intro at club. Travel arrangements to attend district functions. Attend YE Orientation. Outbound recruitment.	Inbound/ Outbound presentation and club meeting. Outbound interviews.			<January through March> Recruit host families for Inbound students. Complete Inbound student paperwork Attend SCRYE Conference in Tulsa (Feb)		Attend Inbound/ Outbound Counselor Orientation (March)	Outbound Orientation Paperwork	District Conference	Inbound year end presentation to club. New Outbound presentation to club. Prepare for Inbound/ Outbound's departure for home. Students return home.
RYLA			prior yr RYLA student program if not before		Information is received about recruiting students		Applications due to district		Students receive confirmation			RYLA Students attend camp/ Schedule students for a program
Ambassadorial Scholarship Student												

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Vocational Service	Recruit New Committee Members.	Brainstorm meeting ideas for vocational service month		Vocational Service Focus / Programs about vocational service			Ask for nominations from the club			Select Award Recipient and order plaque		Present Vocational Service Award
Rotary Special Designations	New Rotary Year Begins	Membership and New Club Development Month	Basic Education and Literacy Month	Economic and Community Development Month	Rotary Foundation Month	Disease Prevention and Treatment Month	Vocational Service Month	Peace and Conflict Prevention/Resolution Month Rotary Birthday February 23	Water and Sanitation Month	Maternal and Child Health Month	Youth Services Month	Rotary Fellowships Month
Secretary	Submit SAR to RI. Create monthly board attendance reports. Take notes at monthly board meetings						Submit SAR to RI/ P.C. Review-My Rotary goals		Evaluate members with low attendance	Send Dismissal Letters		Clean up roaster
Treasurer	Send out dues invoices to members. Send in RI and District Dues. Submit annual web hosting payment. Prepare monthly bank reconciliation and budget reports for board meetings.	Help YE committee with setting up inbound students bank account. Collect outstanding member dues. Submit payment to Food Bank for Score luncheon entry fee. Submit payment for GSE team.			Submit Form 990 to IRS.		Send out and collect semi-annual dues statements to members. Submit dues to RI.	Work with Fundraising Committee on collection of monies and payment of expenses from the fundraiser. Send in money for the chili cook-off team.		Send in RYLA payment.		Help incoming treasurer with signature cards at the bank.
Executive Committee		Strategic Planning		Solicit nominations for new officers								Work on a draft budget to be presented to the incoming Board in July

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