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**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      .