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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      .