

Are you ready to use the tools and resources that Rotary International and the District provide to make your job easier?	How / Where to find it	Click on Link to take you there	Task Completed
1. Set up a MY ROTARY account	District5110.org-> Resources ->PE Resources tab	How to set up My Rotary account	
2. Once you have set up MY ROTARY Account, go to Rotary Learning Center and enroll for modules on the Basics of being a Club President	Rotary.org/myrotary These modules can be viewed at your pace.	Learning Center	
3. Consider setting up a separate email account to stay organized & separate rotary communication from business and personal	Sample: LMobleyRotary@gmail.com		
4. Review proficiency of DACdb database	District5110.org-> Resources ->PE Resources tab	Tutorial on DACdb database	
5. Locate and review your club's governing documents	Templates for current RI constitution and bylaws are found on District5110.org-> Resources->PE Resources	constitution template Bylaws template	
6. Review Club's Visioning and Vision to Action plan if available	If club needs/wants to update their strategic planning, district has a team that will facilitate this discussion	District Visioning Chair: Mark Johnson Mark.johnson@ltd.org	
7. Review existing terms for officers/directors in preparation for elections in December			