## Define Goals and Objectives for Your Position for the Upcoming Rotary Year

1. Review the job description of your position with the District Governor or the Governor’s designated representative
2. Establish the goals and objectives for the upcoming Rotary Year
3. Determine the members of your committee, their responsibilities and their location within the district

## Review Current and Prior Year Goals and Accomplishments in Your Area of Responsibility

1. Prior to the start of the Rotary Year, meet with your predecessor to compare actual results to the goals set at the beginning of the current year.
2. If the goals were met or exceeded, celebrate the successes of your predecessor.
3. If the goals were not met, take an objective look at why they were not met.
4. Receive from your predecessor an explanation for both successes and failures.
5. Request copies of your predecessor’s paperwork and organizational plans
6. Get a complete description of the job as understood by your predecessor.
7. Discuss any problems that your predecessor had and what might have been done differently if he/she had it to do over again.
8. Discuss any overlapping projects that will span both Rotary years and how they can be continued smoothly from one year to the next.
9. Ask your predecessor for personnel recommendations.
10. Accept his/her offer of help and advice during your year in the job.

## Establish Plans and Objectives

1. View the job description(s) provided by the District Personnel Director.
2. Use your goals and objectives as a starting point in the development of a plan for your area of responsibility.
3. Develop a detailed chart of tasks according to the planned district time line.
4. Determine when each task needs to be completed in order to achieve the major objectives by the date on the timeline.
	* Divide up the detailed tasks into potential jobs for members of your committee.
	* As nearly as you can, make sure each job has clearly defined objectives and a timeframe for the completion of each required task.
5. Meet with the District Governor to review your plans and your needs (personnel, funds, etc.) to accomplish them.
6. Update your plans based on the guidance from the District Governor
7. Make updates to the appropriate pages on the District Website.

## Recruit and Manage Your Team

1. In coordination with the District Personnel Director, identify candidates for your committee positions.
2. Discuss the positions and your expectations with the candidates
3. Review the objectives and timelines for the job to make sure the prospective member understands the time commitment that will be required.
4. Do not take rejection personally, just move on to your next candidate. It is better to have someone say “no” than to have him or her say “yes” and then not do the job.
5. If you are having difficulty filling a position, ask for help. Remember the sooner the position is filled the longer the committee members will have to prepare for the job.

## Develop Team Commitment

1. Prior to the start of the new Rotary year in July, meet with your team members to discuss your main objectives and the milestones you will have developed. Try to identify any possible obstacles or problems that have been observed in the past and discuss ways to overcome them. Be open to potential improvements that can be made to the overall program.
2. Discuss the importance of each of the committee members responsibilities to the attainment of the district objectives.
3. Ask your team members to consider training possible replacements for their jobs. In this way, the jobs will still be done in the following year, while members continue to grow in experience by performing other jobs.
4. Create a vision of a successful year and the sense of accomplishment each team member will feel when the year is over.
5. Agee on times for regular meetings and how meetings will be conducted. Ensure that you meet at least monthly with the key members of your committee and more frequently if required during times of high activity.
6. Talk with each team member individually to review objectives, timelines and budgets. Be open to their input and be willing to change any of the tasks as long as your main objectives will be accomplished on time.

## Educate Yourself and Your Team in Your Area of Responsibility

1. Attend the District Assembly to meet incoming club leaders in your area of responsibility. Get ideas from Assembly attendees, and encourage them to share successful ideas with each other.
2. Get contact information for the club-level counterparts in your area of responsibility
3. Ask the club leaders to describe their projects in writing, then send to you for possible dissemination via District publications or media.
4. Ask the members of your district team to attend Basic and Master PRLS if they have not already done so.
5. Look at and apply, as appropriate, the resources available on the Rotary International and District websites including www.rotary.org and www.rotary5320.org

## Monitor Progress

1. Establish an interval for discussions with the team. Your entire team should talk at least once a quarter.
2. Use the master list of tasks that you developed to make sure that all work is being completed on time.
3. Provide assistance to your team members, but don’t micromanage them.
4. Remind your team members of major milestones that are approaching.
5. If you are being stalled with excuses and promises, contact the defaulter to review progress.
6. Support or replace a team member if necessary.
7. If progress toward completion is slow, discuss the situation with the person to determine the problem. Offer to provide the person with assistance in completing the assigned job. You can either provide this assistance personally or, with the possible help of the District Personnel Director, find another member willing to assist.
8. If no progress is being made toward completion of an assigned job, action must be taken. Discuss the situation with the person. He/she may be unable to perform the task, but may be reluctant to say so. Tell the team member that you need to turn the task over to someone else at this point.
9. Report status to the District Governor or the Governor’s designated representative

## Provide Recognition and Celebrate Successes

1. Recognition is one of the best motivators of volunteers. Look for opportunities throughout the year to provide recognition of the accomplishments of your team members and of your counterparts in the clubs in the Dsitrict.
2. Notify the District Governor and the District Personnel Director of subcommittee members who are going above and beyond the call of duty. A comment to team members from someone outside your committee will make them feel that their contributions are being recognized and appreciated.
3. Provide information about planned activities to the District Governor. It may also be sent out to the clubs, Rotary International and to other news media when and where appropriate.
4. Identify members of your team who are ready to take on additional levels of Rotary responsibility in the future.
5. Have a party at the end of the year to honor your team and their hard work and accomplishments