

RE:

11-24-09

Club Elections
Key Dates
Attachments

CLUB ELECTIONS

By now your club secretary should have received the hardcopy of RI's request for the contact info for your club's President and Secretary for 2010-2011.

- **The information required MUST be sent to RI via snail mail or updated thru your club's member access site no later than December 31, 2009.**

I am attaching your 2010-2011 club data sheet that request the contact info on the 2010-2011 club President, PE, Secretary, Treasurer, and Executive Secretary (if your club has one) and other key board or committee chairs.

- Loren needs the information for the 2010-2011 District Directory by January 15, 2010
- This means you and your club should elect your 2010-2011 officers, Board members and key committee chairs NLT December 31, 2009.

Two key Board members/committee chairs are your Public Relations Chair and Membership Chair. I am requesting that they attend PETS with you. They will be instrumental in the success of your Rotary year and those two areas (membership and PR) are the focus of the 2010-11 Rotary year.

Club Secretary Training:

- Club Secretary training will be Tuesday February 25, 2010, 4-7 PM via eTraining. More information to follow. You should sit in on this training so that you know what your secretary should be doing (this is important in that around 40% of our clubs do not get their attendance reports in on time, etc).

Loren is available to help in this process, his contact info is:

Loren S Kuehne Executive Director Rotary District 5520 3265 Arrowhead Rd Ste 200 Las Cruces, NM 88011-4786 Wk & Hm 575-522-3763 Fax 575-522-3332 Cell 575-640-0907

Please reply to Loren directly and indicate that you have indeed received this email and have read it. We want to ensure we are using the correct email addresses for everyone.

Also, this email is being sent to both the PE and Club Secretary. Both PE and Secretary, please ensure that this email gets to your Membership and PR Chair.

KEY DATES (bold requires your attention)

AG/LG Training - February 5-6, 2010, Daniels Center, NMMI Campus, Roswell
Counsel of Governors - February 12-13, 2010, Socorro or ABQ (Finance Com 12-3pm)
Club Secretary Training - February 25, 2010, eTraining, 4-7 PM
PETS - March 4-6, 2010, Embassy Suites, ABQ, Starts 3 PM SHARP the 4th.
Club Board and Committee Chair Training - April 22, 2010, eTraining, 4-7 PM
District Convention - May 6-8, 2010, Buffalo Thunder Resort, Santa Fe
District Governor Installation - June 5, 2010, Roswell, 5.30-8 PM
Tri-District Conference - June 11-12, El Paso START GETTING YOUR \$ and Projects together now !!!
Our Fun Officially Begins - July 1, 2010

Other dates, eTrainings, etc. TBA

Attachments

1. Planning Guide: Required to bring to PETS. Fill out now to start thinking about what your year is going to look like.
2. Foundation Goal: Required to bring to PETS. This is your goal; you can guesstimate based on your club's past participation. This DOES NOT require your Board's approval, it is your goal to try to hit. Keep in mind Tri-District as well. The attached document states 09-10, scratch through that at the top and put 10-11. The new form isn't out yet.
3. Presidential Expectations: This is a draft version of the document you will receive at PETS as to the things I think are going to be critical for you to NAIL! to be successful during your year.
4. Club Data Form: Loren needs this data for the District directory by January 15, 2010.
5. Past President and Closer Data Form: Required to bring to PETS. We need help at the District level, many (but not all) positions require Past President status, others do not. I need you to identify not just a list and contact information for your Past Presidents, but also for any 'closer' in your club (i.e. someone who has a tendency of getting things done, a go getter, someone you can hand something off to and you know it will get done). Just make copies of the attached form for as many folks as you may have). Form to be submitted to Loren at PETS.
6. District Leadership Shirt order form (coming via separate email next week): Loren needs this and your \$ ASAP to have your shirt ready by PETS. I usually get one of both for flexibility and in the event I get something on one. They will not be 'themed' shirts, such as 'Service Above Self' or 'Follow Your Rotary Dream'. They will be white with the Rotary wheel for flexibility of use in future years.
7. 75% draft of PETS agenda.

In closing

I thank you for your willingness and excitement to serve as President of your club. The decisions, thinking, effort, and planning you do now in preparation for your Rotary year will greatly determine the outcome and success of your year of service. This includes the team of people you surround yourself by.

Questions to ask yourself:

- How effective is your Board going to be?
- Do some people need to be replaced?
- How effective are your Committees?
- Do some people need to be replaced?

Making the hard decisions now at election time will mean fewer headaches for you next year.

Also, keep the following in mind when evaluating talent to fill your key Board and Committee positions, every person has a **S.H.A.P.E.** – **S**pecial gifts, **H**eart, **A**bilities, **P**assion, and **E**xperiences. Do you know your people well enough to not only know the above about them, but where would they be the best fit in your administration?

The one thought you do not want to have June 30, 2011 is “I could’ve, I would’ve, I should’ve” instead of “been there, done that”. Let’s make some positive things happen in Rotary, our communities, and our world during our year of serving together!