

Club Administration Questions to Ponder

- **Have you reviewed your club's constitution and bylaws and what should you know about these documents before taking office?**
 - **How do you amend the recommended club bylaws?**

- **What are the key things you can do to help ensure that your club is financially healthy and honoring the club budget?**

- **How will you ensure "buy-in" from your members on club goals?**

- **What reporting duties do you have to Rotary International, The Rotary Foundation and the District?**
 - **What happens if your club fails to meet these requirements?**

- **What meetings must you plan for and promote during the year?**

- **How will you plan your club assemblies and what will you discuss?**

- **How will you prepare for the Governor's official visit?**

Service Projects Questions to Ponder

- **What are the basic elements of a successful service project?**

- **How will you evaluate your club's current service projects and why is this important?**

- **How do you determine the needs of the community?**

- **How can you plan projects that support the Object of Rotary?**

- **How would you build a consensus among your members for a service project or projects of interest to them?**

- **How can your club become involved in an international service project?**

- **Has your club conducted any successful service projects in partnership with other Rotary Clubs? Was the partnership successful? Why? How?**

- **How do you evaluate the effectiveness of club projects?**

Membership Development Questions to Ponder

- **How will you assess your club's current membership numbers, diversity and classifications?**
- **What characteristics define an outstanding membership chair?**
- **What are some of your club's membership successes and challenges?**
- **Why is it important to recruit new members?**
- **What are some key elements in an effective orientation program?**
- **What steps can your club take to retain members?**
- **What steps can your club take to attract new members?**
- **How is your club actively working to achieve diverse membership?**
- **How can you determine and measure how well your club is meeting the needs of its members?**

The Rotary Foundation – Questions to Ponder

- The Rotary Foundation operates on an international scale. What does this mean to your club? How does it benefit your club?
- What are the “Two Needs - Two Ways of Giving,” and what does “Every Rotarian Every Year” mean to you and your club?
- What is your club’s history of supporting The Rotary Foundation?
- What is *SHARE* and how does it work?
- What are the programs of The Rotary Foundation and how is your club participating in these programs?
- How can you involve Rotary Alumni in your club activities and programs?
- What do you know about The Rotary Foundation Future Vision Plan?
- What resources are available for you on The Rotary Foundation?