

Marlene B. Brown
District Governor 2007-2008
Rotary District 7150
P. O. Box 840, Clark Mills, NY 13321

Tel: 315-853-1318
Fax: 315-853-4636
E-mail: marlene@rotaryclubny1.com
www.rotarydistrict7150.org/dg2007-08.htm

'07-'08 Governor's Club:
www.rotaryclubny1.com/
Our earthly headquarters
The Children's Museum
311 Main Street, Utica, NY

2007-08 President-elect's Check List (* due by Assembly March 31st)

_____ * **Bring with you to the District Assembly March 31st, your PETS tote bag with the binder of info (which has in it your Club Annual Fund form - due Apr 15th and Club Planning Guide - due June 1st), your tent card, your badge, a copy of the '07-'08 District Budget (mailed to you on March 1st), and your President's contest card**

_____ * **Complete and mail / email / or fax the District Assembly Registration Form for both yourself and your Officers and Committee Chairs who will be attending**

_____ * **Email or fax Marlene your Club Projects & Fundraisers so we can share that info at the Assembly and get it up on our district website to help with support for it**

_____ * **Meet by May with your Assistant Governor to go over anything they can help you with (they'll also be available to do so at the District Assembly on March 31st)**

_____ Collect all transition information from the outgoing President, Secretary, Board (even if some Officers and Board members are going to stay on in your year)

_____ Meet with your Club Secretary and clarify responsibilities (have your Club Secretary attend, with you, the District Assembly on March 31st in Clinton, to view new CAS)

_____ Draft your '07-'08 Action Plan and draw up a Budget that fits your objectives (have your Club Treasurer attend with you the District Assembly Mar 31st in Clinton)

_____ Appoint your Committee Chairpersons by March 31st, and ask them to please attend the District Assembly with you on March 31st in Clinton (there's new R.I. info on all!)

_____ Meet with your Officers and Board of Directors by April 1st, at the latest, and discuss your objectives, budget, and your selection of Committee Chairpersons

_____ Ask your current Club President to let you either have one of the June programs, or be on that program to share with your Club information for your year

_____ Meet with your Club Bulletin Editor to discuss the content of your newsletter, & your Internet Communications Chair to help you update Club info on District website

_____ Appoint & meet with your Program Chairperson to discuss programs for the coming year and ask them to begin scheduling programs (using the Rotary event calendar as a guide, plan a Club Assembly in July, and work with your DG & AG to slot the '07-'08 DG Official Club Visit which will take place from mid July to mid Sept)

_____ Make sure updated Officer & Club info gets in to R.I. & D7150

_____ Add the 2007-08 District Governor and Assistant Governor to your Club's mailing list for Club Bulletins and other correspondence.

Hope this helps! *Marlene B. Brown* District Governor 2007-08

