



Assistant Governor's Annual Timeline 2018-2019

Month	Activities with Current President	Activities with President-Elect
July, 2018	<input type="checkbox"/> Confirm BOD meeting schedule <input type="checkbox"/> Confirm Budget is in place <input type="checkbox"/> Reminders District events <input type="checkbox"/> Confirm and/or participate in Club Plan review w/BOD and Committee chairs	<input type="checkbox"/> Participate in Installation or Changing of the Guard meeting, if invited
August Membership & New Club Development	<input type="checkbox"/> Club Visit (Q1) -- Rate clubs in RC Central <input type="checkbox"/> Confirm District and RI Semi-Annual dues paid <input type="checkbox"/> Membership Month — Bring a Friend	
September Basic Education & Literacy	<input type="checkbox"/> Review Membership Progress - refocus if needed	
October Economic and Community Development	<input type="checkbox"/> Promote Pre-PETS, February 2019 <input type="checkbox"/> Remind clubs to prepare for officer elections in December <ul style="list-style-type: none"> • President for coming year • President Nominee (PE for coming year) • Secretary/Treasurer for coming year 	<input type="checkbox"/> Introduce yourself to PEs and PNs (as identified) <ul style="list-style-type: none"> • Get their commitment to Pre-PETS • Get their commitment to RLI • Introduce them to the Planning Process
November The Rotary Foundation	<input type="checkbox"/> Foundation Event, TBD <input type="checkbox"/> Club Visit (Q2) -- Rate clubs in RC Central <input type="checkbox"/> Remind Pres. & Treasurer to send in TRF Contributions <input type="checkbox"/> Promote registering RI Convention in Hamburg, Germany 1-5 June 2019	<input type="checkbox"/> Promote Pre-PETS, Feb 2019 <input type="checkbox"/> Locate MIA PEs <ul style="list-style-type: none"> • Work with current Pres and BOD to get PE identified
December Disease Prevention & Treatment	<input type="checkbox"/> Review Membership Progress	<input type="checkbox"/> Promote Registration for Pre-PETS - Watch the Backroom in DaCdb <input type="checkbox"/> Remind PE about PETS 21-23 March 2019
January, 2019 Vocational Service	<input type="checkbox"/> Promote Pre-PETS, February 2019, Greenwood <input type="checkbox"/> Review Presidential Citation <input type="checkbox"/> Review Governor's Award <ul style="list-style-type: none"> • Remind them of accomplishment deadlines • Remind them of due dates • Help them score points 	<input type="checkbox"/> Confirm Registration for PETS -- watch www.carolinaspets.org <input type="checkbox"/> Confirm Election of President-Nominee, and promote PETS attendance <input type="checkbox"/> Help PEs complete Team Selection section of Planning Guide <input type="checkbox"/> Confirm registration for Pre-PETS



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February Peace & Conflict Prevention/Resolution	<input type="checkbox"/> Club Visit (Q3) -- Rate clubs in RC Central <input type="checkbox"/> Encourage last-half membership push <input type="checkbox"/> Confirm RI Semi-Annual Dues Paid <input type="checkbox"/> Review Club Plan and Goals - help them refocus on intended strategies and action plans <input type="checkbox"/> Encourage them to register for the All Club Conference TBD	<input type="checkbox"/> Participate with PEs/PNs in Pre-PETS <input type="checkbox"/> Remind PEs whose clubs are eligible that District Grant application is due 30 Apr 2019 <input type="checkbox"/> Face-to-face Planning sessions to start planning process <ul style="list-style-type: none"> • Help them with the Club Assessment section of Planning Guide
March Water & Sanitation	<input type="checkbox"/> Work on and review Governor's Award applications <input type="checkbox"/> Encourage Water/Sanitation Programs <input type="checkbox"/> Encourage attending RI Convention in Hamburg, Germany, 1 – 5 June 2019	<input type="checkbox"/> PETS – with PEs, PNs and AGs – 21-23 March 2019 <input type="checkbox"/> Check on completion of Vision and Goals section of Planning Guide <input type="checkbox"/> Remind PEs whose clubs are eligible that District Grant application is due 30 Apr 2019
April Maternal & Child Health	<input type="checkbox"/> Club Visit (Q4) -- Rate clubs in RC Central <input type="checkbox"/> Encourage attending RI Convention in Hamburg, Germany, 1 – 5 June 2019 <input type="checkbox"/> Encourage them to register for the All Club Conference TBD	<input type="checkbox"/> Remind PEs whose clubs are eligible that District Grant application is due 30 Apr 2019 <input type="checkbox"/> Face-to-face review of Strategies and Action Plans section of Planning Guide
May Youth Services	<input type="checkbox"/> Remind Pres. & Treasurer to send in TRF Contributions <input type="checkbox"/> Encourage attendance at Awards/Installation event <input type="checkbox"/> Encourage Governor's Award submission	<input type="checkbox"/> Help with Club Budget, if needed <input type="checkbox"/> Membership and Foundation Goals in RC Central for 2019-2020 <input type="checkbox"/> Planning Guide due 15 May
June Fellowships	<input type="checkbox"/> Participate in Installation or Changing of the Guard meeting, if invited <input type="checkbox"/> Complete Presidential Citation entries in Rotary Club Central	<input type="checkbox"/> Confirm Joint BOD meeting date – participate if invited

NOTES:

1. **There will be no MYA. Just Pre-PETS. MYA stats etc. will be sent to club presidents via email.**