

PREFACE

Your election as president means that the members of your club have confidence in you and have placed the welfare of the club in your hands. The club president and the club secretary are the "key" men in the administration.

As president you must work in close harmony with the secretary and other club officers and should be familiar with the duties of each. All officers should have a working knowledge of the administrative affairs of the club.

You and others chosen as club officers are busy men, actively engaged in some line of endeavor. This pamphlet, based on the experiences of Rotarians who have served as president, has been prepared in an effort to help you gain a clear conception of your obligations to the club and to show you ways and means of simplifying your work.

This pamphlet is intended as a guide. It includes the "President's Calendar." It does not, however, attempt to set forth all of the details involved in administering a Rotary club since these are adequately covered in other pamphlets of R. I., or in the committee material, or in mimeographed program material available from the offices of the secretariat.

It is realized that clubs of different sizes have varying problems and of necessity different procedures and practices. It would be desirable, perhaps, to issue this pamphlet in several editions each relating to clubs of a specific size, but it has been thought more desirable to issue an edition containing general statements applicable to the majority of the clubs, and leave it to the officers of each club to adapt the suggestions to their own specific needs. Suggestions for the improvement of this pamphlet will be appreciated by the central office of the secretariat so that subsequent editions may be prepared in a manner designed to be most helpful to the largest number.