



Rotary District 3292

Club Leadership Learning Seminar (CLLS)

May 30, 2026



DEVELOP GOALS

Develop Goals **CLUB SECRETARY**

Learning Objectives

After this session, participants will be able to:

- Develop long-range and annual goals.
- Identify resources that will support these goals.

DEVELOP GOALS

Developing goals as a Rotary Club Secretary for 2026-2027 requires aligning administrative tasks with the club's broader strategic vision, focusing on efficiency, communication, and accuracy, particularly in the Club Central portal.

Align with Strategic Planning (Pre-Year Prep)

- **Meet with Incoming Leadership:** Collaborate with the incoming president to understand their vision and goals for 2026-2027.
- **Review Historical Data:** Examine previous years' club reports, attendance records, and goals in Rotary Club Central to identify areas for improvement.
- **Utilize Club Visioning Results:** Use the Club Visioning results to ensure administrative goals support the club's long-term objectives.

Set SMART Goals in Key Areas

Administration & Compliance:

- **Goal:** Submit monthly REPORTS to the RI District 3292 WEBSITE by the 5th of next month.
- **Goal:** Update member records in [My Rotary](#) (Rotary Club Central) within 48 hours of any changes (inductions, terminations) and club completion report.
- **Goal:** Submit semi-annual dues and member updates (SAR) to Rotary International by 1 July and 1 January, using My Rotary (Rotary Club Central) & District and Magazine dues

Set *SMART* Goals in Key Areas

Communication & Technology:

- **Goal:** Increase electronic, paperless reporting from RI by implementing a new digital notification system for 100% of members.
- **Goal:** Send out meeting agendas and take minutes, distributing them to board members within 3 days of each meeting.

Set SMART Goals in Key Areas

Membership & Engagement Support:

- **Goal:** Prepare 100% of new member onboarding kits within one week of nomination.
- **Goal:** Maintain an accurate 2026-2027 Club Roster, updating it immediately after the July/January dues periods.

WHAT IS GOAL SETTING

- Goal means The Rotary Excellency Award. It recognizes the hard work clubs do throughout the year.
- Goals include increasing :
 1. **Members & Engagement (Enhance Participant Engagement)**
 2. **Rotary Foundation Giving (Increase Our Impact)**
 3. **Service Projects**
 4. **Young Leaders (Expand Our Reach)**
 5. **Public Image (Increase Our Ability & Adapt)**
- Total 26 goals are available in Rotary Central under above 5(4) areas.
- Goal Setting means to set Goals in Rotary Club Central @ www.rcc.rotary.org

1. Enhance Participant Engagement (Members & Engagement)

1. Service Participation
2. Social Activities
3. Rotary Action Group Participation
4. Leadership Development Participation
5. District Conference Attendance
6. Use of Official Rotary Promotional Materials
7. Rotary Fellowship Participation
8. District Training Participation

2. Increase Our Impact (Rotary Foundation Giving & Service Project)

1. Annual Fund Contributions
2. Service Projects
3. Polio Plus Fund Contributions
4. Major Gifts
5. Inbound Youth Exchange Students
6. Bequest Society Members
7. Outbound Youth Exchange students
8. Benefactors

3. *Expand Our Reach (Young Leaders)*

1. Rotaract Clubs
2. Club Membership
3. Interact Clubs
4. New Member Sponsorship
5. Media Stories about Club Projects
6. RYLA Participation

4. *Increase Our Ability & Adapt (Public Image)*

1. Strategic Plan (3-5 Years)
2. Online Presence
3. Update website & Social Media
4. Review and Consider Updating Your Club Bylaws

DEADLINE: SETTING GOALS

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- A club officer can set goal at any time. Also review or edit the same while feel to do.
- A club must set more than 50% goal in Rotary Central and shall achieve the same to secure The Rotary Citation Award.
- Report of Goal achievement in Rotary Club Central shall submit by 30 June.



Rotary



***CREATE
LASTING
IMPACT***

Thank you