

If You Build It They Will Come

Orchestrating a great weekly meeting!



Set a positive tone and welcoming culture

- ❖ You are the host/hostess every week
- ❖ Be sure your guests are properly introduced and made to feel welcome
- ❖ Offer “anecdotes” about new members at their induction
- ❖ Ask your member sponsors to keep in touch with their new members
- ❖ Caution with “inside” jokes and excessive happy-sad.....

Positive tone.....

❖ Thank and publically recognize “good deeds”



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Be Efficient and Productive

- Use weekly agendas- email them ahead of time (for Board meetings as well) See samples
- Bring a hard copy for yourself and anyone without email access
- Always have extra “devotions, rotary moments, thoughts of the day” tucked into your notes
- Schedule your devotions etc for the year-use your club calendar (see sample)

Sample: Meeting Agenda

Freeport Rotary Club

Time: 7:00-8:00am

Location: Harraseeket Inn

Date: _____

II. *7:10am Ring Bell for Breakfast

7:25am

- Pledge of Allegiance
- Devotion/Classification: _____
- 4-way test
- Guests
- 50/50 & Happy-Sad \$\$
- Announcements

7:45am

Guest Speaker _____

***Thank you gesture: donation of book to Freeport Children's Library

IV. Assignments

V. Next Meeting _____

8:00am Close Meeting.

Sample: Board Mtg. Agenda

Good Afternoon All;

Our next Board Meeting will be held at the Fire House on Thursday, March 21, 2013- 7:00am.

Agenda

Old Business:

- *Approve minutes of February 21st meeting*
- *Treasurer's Report*
- *April 6th Event update*
- *Other _____*

New Business:

- RI Foundation Update- member giving and new grant process
- Foundation Grant training workshop: March 30, 2013 (8-12) Westbrook Middle Sch.
- Dues increase for 2013
- Interact Auction update
- Other _____

This is the agenda to date, please send me any additional information that we should plan to discuss next week.

Thank you, Michele

Sample: Devotion Schedule

December 2015

~ December 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 7:00 am Rotary Mtg. Assembly Meeting Devotion – Phil Classifications – Mary Beth & Jimmy	3	4	5 Rotary Holiday Party Details TBD
6 Hanukkah Begins	7	8	9 7:00 am Rotary Mtg. Dr. Catherine Krouse "Direct Primary Care" Devotion - Clint Joe's Birthday	10	11	12
13	14	15	16 7:00 am Rotary Mtg. Devotion – Tom Whelan	17 Board Meeting 7:00 am @ Fire Station	18	19
20 ***Tree Sales End***	21	22	23 No meeting	24	25 Christmas	26
27	28	29	30 No meeting	31 New Year's Eve	Notes: ***Post Scholarship Applications Online & Send to Schools***	

Be Efficient and Productive....

- Keep to a schedule; start and end your meetings on time
- Have regular Assembly Meetings; this keeps everyone up to date (see sample)
- Have any/all materials ready for your meetings; sign-up sheets, awards, induction materials
- Get organized once and build on your organization (see template for club committees)

Samples: Assembly Mtg. Agenda

Freeport Rotary Club

Time: 7:00-8:00am

Location: Harraseeket Inn

Date: _____

I. *7:10am Ring Bell for Breakfast

7:25am Pledge of Allegiance

- Devotion/Classification: _____
- 4-way test
- Guests
- 50/50 Raffle & Happy-Sad \$\$
- Announcements

7:45am

II. Assembly Week Agenda- Reports by following:

1 Website Updates: Curt/Dave M.	8 Habitat Project/Crutches for Africa: Tom W.
2 Elder's Liason: Joe Rotondo/Bob Small	9 Medical Project: Lowell Gerber
3 International/Rotary Foundation: Todd	10 RYLA: Tom Whalen
4 Literacy: Jeffrie Wetherhold	11 Exchange Student Update: Karen O.
5 Fundraising: Matt Cartmell	12 Membership: Marybeth
6 Public Relations: Matt Morrison	13 Interact Student Club: Anne Marie D
7 Social Events/Sunshine Fund:	14 Scholarship Committee: Ranjit Gill

IV. Assignments: _____

V. Next Meeting _____ **Close Meeting 8:00am**

Club Committee Sample



2015-16

Freeport Rotary Club Leadership Team & Committees

Committees:

COMMITTEE	MEMBERS
Greeter	Chair – Ellie Carolan
<i>Back Up Needed</i>	
Sargent-At-Arms	Chair – McGregor Pierce
<i>Back Up Needed</i>	
Sunshine	Chair – Melanie Sachs
Program of Speakers	Chair – Dennis Lavesseur
Elders Liaison	Chair – Joe Rotondo Bob Small
Literacy	Chair – Jeffrie Wetherhold Michele Bois-Gilbody Lucy Lloyd
Interact Club Liaison	Chair – Lucy Lloyd Michele Bois-Gilbody Curt Combar Larry Giddings
RYLA	Chair – Tom Whelan
Youth Exchange	Chair – Karen O'Rourke Larry Giddings Mary Beth Hassett Tom Wilbur
Club Protection Officer	Chair - Anne-Marie Davee <i>Back Up</i> Michele Bois-Gilbody <i>Back Up</i> Matt Cartmell
Public Relations	Chair – Anne-Marie Davee
Website Manager	Chair - Curt Combar David McClelland
Membership	Chair – Jeffrie Wetherhold

Have Fun

- ✓ Remember special events/birthdays
- ✓ Create or bring back club traditions
- ✓ Motivation Ideas; “crispys” “presidential citations”
- ✓ DELEGATE.....