

If You Build It They Will Come (Orchestrating a great weekly meeting)

Set a positive tone and welcoming culture

1. You are the host/hostess every week
2. Be sure your guests are properly introduced and made to feel welcome
3. Offer “anecdotes” about new members at their induction
4. Ask your member sponsors to keep in touch with their new members
5. Caution with “inside” jokes and excessive happy/sad.....
6. Thank and publically recognize “good deeds”

Be efficient and productive

1. Use weekly agendas- email ahead of time (for Board meetings as well)
 - a. See Template Samples
 - b. Bring a hard copy
 - c. Always have extra devotions/Rotary “moments” tucked into your notebook
 - d. Schedule your devotions/classifications, etc for the year-use the calendar (see sample)
2. Keep to a schedule; start and end your meetings on time
3. Have regular Assembly Meetings; this keeps everyone up to speed (see sample)
4. Have all/any materials ready for your meetings; sign-up sheets and awards, induction materials.
5. Get organized once and build on your organization (see template samples for club committees)

Have Fun

1. Remember special events/birthdays
2. Create or bring back club traditions
3. Motivation ideas; “crispys” “presidential citations”

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