



For a suggested weekly meeting guide and list of special observances held throughout the Rotary year, see *Guidelines for Developing Weekly Meeting Programs* (pages 109-110).

Weekly Club Meeting Programs

Weekly meetings form the core of Rotary club activity. These meetings provide an ideal opportunity to

- Update members on important Rotary information
- Promote club projects, activities, district meetings, and events
- Increase fellowship

Remember that club members are busy individuals whose time is valuable. Meetings that are organized and feature interesting, relevant programs

- Demonstrate to members that the time and resources that they have allocated to attend meetings were well invested
- Enhance personal Rotary knowledge
- Reinforce the value of continued membership
- Make members more aware of and connected to their local and world community

Ensure that weekly meetings are well planned by doing the following:

- Develop an agenda for each regular weekly meeting, ensuring that each meeting includes time for an address or program as well as fellowship.
- Prepare contingency plans in case scheduled programs are canceled.
- Begin and end the meeting punctually.

The program should provide club members with the information and motivation necessary to increase their participation in and enthusiasm for activities that serve the club, the community, and the world. In order to enhance weekly programs:

- Ensure that all programs are applicable to Rotary.
- Determine programs well in advance (ideally before the year begins).
- Relate programs to current club projects, activities, and concerns, when possible.
- Consider rotating the responsibility of arranging programs.
- Use the Rotary calendar as a guide to arrange special observance programs (for example, a program by a former Rotary Foundation Ambassadorial Scholar might be presented during Rotary Foundation Month in November). Rotary special observance dates, weeks, and months are listed on the inside back cover of the *Official Directory* (007-EN).
- Devote one entire meeting per month to communicating Rotary information, Rotary education, and leadership training to members.

Weekly Programs Guidelines

- It is essential that each club provide in its bylaws for a definite order of business at its regular weekly meetings.
- Regular weekly meetings should include an address or other program as well as time for fellowship.
- Efforts should be made to encourage programs on Rotary subjects.

- Clubs are encouraged to invite presidents from other Rotary clubs to their meetings as a way to encourage interclub cooperation, communication, and fellowship.
- Visiting presidents should be given time to briefly report on their club's programs and activities.
- Clubs should periodically hold regular meetings devoted club business, activities, and club affairs.