



## Session 2: Running Meetings (45 minutes)

**Relevance:** Club presidents are responsible for planning weekly club meetings, quarterly club assemblies, and club board meetings, as well as for preparing for visits by the district governor and assistant governor.

### ***Option 1: Panel***



Panels work best when the objective is to convey information through personal stories, expert-led demonstrations, and/or visual presentations. The room should be set up with a table in front for panelists and theater seating for the audience, and should be able to accommodate needed audiovisual equipment.

### **Learning Objectives**

- Understand what meetings you will lead as a club president.
- Identify tips for running effective meetings.
- Learn how to prepare for your governor's visit.

### **For the Trainer**

#### **Before the session:**

- Review the resources listed below.
- Review slides 9-11 and make any necessary changes. Have your panelists send you slides or other visuals for their presentations so you can coordinate them for the session.
- Ask three to five past club presidents to be your panelists, and consult with them on the presentation topics below.
- Encourage panelists to include slides or other visuals to accompany their presentations.
- Allot time at the end of the session for a Q&A.
- Communicate with panelists regularly to coordinate their presentations, ensuring that the desired topics will be covered and that the presentations are not redundant.
- Make sure you have the necessary materials: computer, projector, screen.

#### **During the session:**

- Review learning objectives with participants at the start.
- Refer participants to the resources below.

### **Resources**

Chapter 3 of the [\*Club President's Manual\*](#): Running Your Club

[Rotary club meetings](#)

## **Presentation Topics**

Panelists should cover the following topics:

- Purpose of each meeting the club president runs
- Logistics to consider for each meeting
- How to ensure that meetings meet member needs
- Delegating (before, during, and after meetings)
- Appropriate frequency for each type of meeting
- Ideas for speakers, and activities or topics for club meetings
- Running productive and interesting meetings
- Importance of innovation and flexibility when planning and running meetings
- What to do for your governor's visit



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### Option 2: Idea Exchange



Idea exchanges work best with topics that participants have experience with. A training leader facilitates discussion, ensuring that all participants have a turn to speak and that no one dominates the discussion. The trainer can incorporate an activity at the end of the session so participants can apply the ideas discussed. Idea exchanges work best when seating is arranged in a U shape.

### Learning Objectives

- Understand what meetings you will lead as a club president.
- Identify tips for running effective meetings.
- Share ideas for diversifying meetings and for making them interesting and productive.
- Learn how to prepare for your governor's visit.

### For the Trainer

#### Before the session:

- Review the resources listed below.
- Get input from area district governors on what clubs should do to prepare for visits by their district governor and assistant governor, or consider asking an area governor to lead the session.
- Review slides 12-15. Decide which ones you will use, make edits or additions, and think about when you will show each one.
- Review the activity options below and choose the one that will work best.
- Make sure you have the necessary materials: flip chart and markers.

#### During the session:

- Review learning objectives with participants at the start.
- Refer participants to the resources below.
- Use the discussion questions below to facilitate idea sharing among participants.
- Finish with one of the activities below to help participants apply the information learned.

### Resources

Chapter 3 of the [Club President's Manual](#): Running Your Club  
[Rotary club meetings](#)

### Discussion Questions

- How would you rate your weekly club meetings?

- How could your weekly meetings be improved?
- For what occasions do you hold club assemblies?
- What kind of venue does your club use for assemblies?
- What could make assemblies more effective?
- How are decisions made at club board meetings?
- How could you make board meetings more effective?
- How does the quality of a meeting contribute to the club's membership?
- How can you prepare for your governor's visit?
- How can you engage members when your governor visits?

## **Activities**

Choose one of the following activities:

1. Create a flip chart gallery by posting four flip charts around the room, each with one of the following topics: weekly club meeting, club assembly, club board meeting, governor's visit. Ask participants to provide ideas for each topic, and write them on the corresponding flip chart. Then have participants walk around the room, adding more ideas to the charts and reviewing the others. Finally, ask participants to share with the group one new idea they will take back to their club.
2. Ask participants for creative ideas for making their club meetings more interesting. Write their responses on a flip chart, then have participants place a dot next to the three ideas they will take back with them. When all have marked their favorite ideas, have them return to their seats. Identify the two ideas that received the most "votes" and ask the participants who suggested them to discuss them in greater detail so that their peers will be able to implement them.
3. Have participants discuss the importance of innovation for engaging members during club meetings and assemblies. Ask them to offer innovative twists on the different meetings that were discussed. Write their suggestions on a flip chart. Then discuss the importance of flexibility and have participants list examples of how exercising flexibility can help them during their year as president.

*Note: Allow time to cover any district or regional issues pertaining to this topic.*