**Weekly Club Meeting Agenda**

Rotary Club of

Week of:

Presiding:

1: Call to Order Time:

2: Song/Pledge: Leader:

3: Invocation by:

Meal:

5: Introduction of Visiting Rotarians, Special Visitors & Guests:

6: Special Announcements and / or Presentation of Banners:

7: Fines and / or “Happy Dollars”:

8: Birthdays and Anniversaries:

9: Attendance Report:

10: Special Features (magazine summary; Rotary information; four-way test):

11: Special Remarks; Coming Events; Next Week’s Program:

12: Program: Chair/Introducer:

Speaker:

13: President’s Additional Thanks to Speaker and Memento:

14: Adjournment: Time:

15: Special Comments on Meeting or Notes for Next Week’s Meeting:

**BOARD OF DIRECTOR’S MEETING**

Date: Location: Call to Order:

1. Secretary’s Report and Minutes of Last Meeting

2. Treasurer’s Report:

3. Membership Chair Report:

4. Public Relations Chair Report:

5. Service Projects Chair Report:

6. Rotary Foundation Chair Report:

7. Special Events Reports:

8. Old Business:

9. New Business: