



Rotary Club Meeting – Sample Agenda

Following a basic meeting template makes it easy to remember the core elements and keep your meeting on track as you lead your Rotary Club. Allow space to customize per the Club business, special guests, programs of the day, etc. The template also makes a ready guide for anyone who may be filling in for you, and it is a nice tool to hand off to the next President at the end of your year. Here is one such template – please adjust freely to best suit your purposes!

Rotary Club of Kalispell
Thursday, April 22, 2021
Gateway Community Center and via Zoom
12pm – 1pm

1. Ring the bell at 12:00pm
2. Welcome, Rotarians and Guests, to the (April 22) meeting of the Rotary Club of Kalispell! We have a wonderful meeting planned and I'm so glad you're here!
3. Please remain standing (if you are able) for the Pledge of Allegiance (Ask a Rotarian to lead the Pledge)
4. Recite the Four-Way Test together (led by President)
5. Song for the Day (led by Club's song leader or another good sport!)
6. Thought for the Day (member of the Thought for the Day Committee)
7. 12:10pm Please be seated.
8. Welcome, visiting Rotarians (introduce by name and home Rotary Club)
9. Welcome, Guests (introductions by name and relationship to host)
Happy Dollars (be happy and brief!) – proceeds to Polio Plus, etc.
10. 12:20pm Business announcements from the President
11. Committee Chair reports depending upon current club activities. Call for any other announcements from the floor.
12. 50-50 Card Draw (proceeds shared between winner and Club)
13. 12:30pm PROGRAM – Please welcome (host Rotarian) who will give us a 3-minute update on their world, and then introduce today's guest Presenter.
14. 12:55pm - Thank you to (program host and presenter), takeaway thoughts from the presentation.
15. Let's go out and make this a great week, Rotarians - Service above self!
16. Thank you all, we are adjourned. Ring the bell at 1:00pm



10 Tips for Planning Effective Club Meetings

Here are 10 tips for holding a well-planned meeting that projects a professional image to both members and non-members.

1. **Start on time and end on time.** Delaying the meeting start time for the sake of latecomers only penalizes those who show up promptly. Honoring everyone's time and keeping with your posted schedule is Fair to All Concerned.
2. **Introduce visitors and guests warmly.** This sets a friendly tone and makes non-members feel welcome. Remember that every visitor is also a prospective member.
3. **Prepare and follow a proper agenda.** This point cannot be emphasized enough. Agendas are critical to meeting success. Give the mic to committee chairs or other members to make announcements but keep good control on time.
4. **Plan meetings with variety.** Strive to plan meetings that are interesting, entertaining, and informative for added value to your membership. Search for speakers' bureaus or contact nearby clubs to share information about great speakers.
5. **Create a congenial atmosphere.** Members feel best and gain most when they are at ease. They need opportunities to get to know each other, talk together, and build trust. A few ideas to help members feel free to "join in" are team-building activities, small group discussions, and committee work.
6. **Move people around.** Seating arrangements at club meetings are important for fellowship and club cohesion. Changing up seating arrangements from time to time helps members become better acquainted and feel more at ease. Some clubs use a system in which each member draws a table number at random upon arriving at each meeting.
7. **Hold interesting programs.** Some clubs ensure a variety of interesting programs is by pairing up club members and assigning each pair the responsibility for one program during the year.
8. **Keep backup programs.** Encourage your program chair to keep a good program or two available on short notice. You can also hold an impromptu club assembly. Divide the club into two or three groups, to focus on different areas of improvement and opportunity for the club and report back with new ideas.
9. **Promote meetings in advance.** Announce the program for the following meeting in advance to give busy people notice and ensure they attend.
10. **Keep board meetings open.** Encourage all members to attend board meetings even though only board members have voting privileges. This is a great way for new members to learn the business operations of their club, so you might want to add "attend a regular board meeting" to your list of "tasks" for new members.

Adapted from the Club Retention Chairperson's Manual