



## GUIDELINES FOR INTERACT CLUB MEETINGS



A good leader is prepared, delegates authority, has the ability to get things done, and makes people feel appreciated. The member Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but Interact clubs are **self-governing** and **self-supporting**. It is the responsibility of the Interact officers, NOT the Rotarians or Facility Advisers, to run the Interact meetings.

### OFFICERS NEED TO:

- Communicate!
- Know the Interact club's goals.
- Serve those Interactors we represent.
- Work hard.
- Provide leadership.
- Seek fairness for everyone.

### **BEFORE MEETINGS:**

- Choose meeting goals.
- Choose the kind of meeting to hold.
- Plan the agenda and deliver copies to members.
- Check the meeting place for chairs and equipment.
- Arrive on time.
- Be ready to help.

### **DURING THE MEETING:**

- Help to get started on-time.
- Follow the Agenda.
- Help the discussion - participate!
- Know how to get things done. (Help others know)
- Encourage Members. Give each one a chance.
- Make positive suggestions.
- Listen to each person.
- Help summarize progress. Keep on track.
- Use the last few minutes to review important decisions.

### **AFTER THE MEETING:**

- Put the room back in order.
- Evaluate the meeting.
- Keep Teacher Adviser(s) updated.

### **BEFORE THE NEXT MEETING:**

- List jobs to do by the next meeting.
- Check the minutes and reports.
- Check Committee work and reports.
- Follow-up on recommendations and action.
- Investigate and get ready to report back on items of interest.

### MEMBERS NEED TO:

- Communicate!
- Know the Interact club's goals.
- Serve those we represent.
- Work hard.
- Collect and bring ideas to the Interact club meetings.
- Share ideas between Board of Directors and members.

### **BEFORE MEETINGS:**

- Review the agenda.
- Be sure all needed materials are ready.
- Arrive on time.
- Be ready to help.

### **DURING THE MEETING:**

- Listen Attentively
- Help keep the group on the subject.
- Try to use written motions so everyone may have a copy.
- Be sure everyone has a chance to talk.
- Keep asking:
  - Are we reaching our goals for this meeting?
  - Are we using our people and materials?
- Share your ideas.

### **AFTER THE MEETING:**

- Review your notes.
- Arrange to report to your class.

### **BEFORE THE NEXT MEETING:**

- Read the copies of the minutes.
- Make a report to those you represent as soon as possible.
- Write down important ideas and reactions.
- Bring them to the next meeting.

Consider inviting guest speakers to your Interact club meetings. Contact local Rotarians, motivational speakers, and community organizations for potential speakers.