**16\_Notes to Committee Chairs for Standing Committee Review Meeting (6)**

Thank you for being a Chair of one of our 2023-24 Committees.

**Before the meeting:**

Before your Standing Committee review meeting with your new committee for the coming Rotary year, it could certainly help if you were able to …

1. Think about **what ongoing customs and possible new or refreshed projects** your committee might tackle in the coming year. (Look at your current and previous Action plans to get you thinking – it is by no means prescriptive). **Start making a list of what you think so you’re not starting from scratch on the night**. NOTE: Each of these items in the relevant list for your committee will become objectives in the Club’s Action Plan for the coming year as well as items on the Standing agenda for your regular committee meetings.
2. Have a think about **how many customs** and **how many new or refreshed projects** your committee might be able to realistically tackle during the coming 12 months given the current membership of the club and your committee.

**At Your Standing Committee Review Meeting:**

1. Through discussion and with agreement from your committee members, **make a list of your committee’s proposed customs and new or refreshed projects** for the coming year down the left-hand side of a page. (Use your own notes and ideas as a starting point, if necessary, but seek ideas from your group). Don’t worry too much about the sentence format of the objective at this stage.
2. If you have time, write down approximately when you plan to do the activity or if it is an “ongoing” custom.
3. At the end of the meeting, give your list to the Club Planning Coordinator.