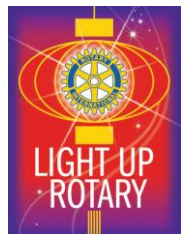


MEETINGS & PUBLIC SPEAKING

Meetings - You will be able to understand the purpose, agenda, management, legal requirements of various types of Rotary meetings.

Public Speaking – You will be prepared for any situation that may require you to do this



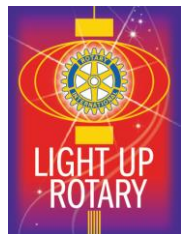
ORGANISATION

Organisation is a **Leadership** function.

An example of ORGANISATION.....

Think of your venue – Top table or not
Tables in a U shape, square
tables or round?

*Are you required to chair all your Rotary Club meetings?



LEADERSHIP

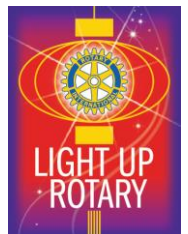
Who has never chaired a meeting before?

What are the different types of Rotary meetings you will encounter.

Differences between business & Rotary?

*Are you required to chair all your Rotary Club meetings??

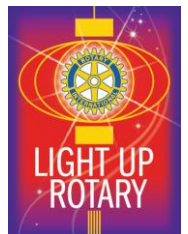
*What sorts of problems do you envisage as Club President chairing a Rotary meeting?



BE PREPARED

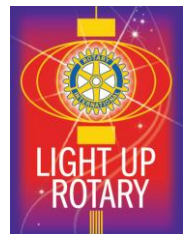
Preparation will be a key element in avoiding many of these problems.

How do we prepare?	Type of meeting
	Venue
	Programme/Agenda
	Notice to participants
	Start & Finish times
Debate at the meeting -	Time limits



STATUTORY REQUIREMENTS OF A MEETING

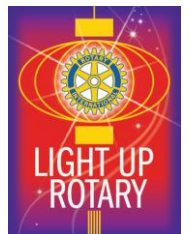
1. Title, date, place and time
2. Apologies
3. Previous minutes-confirmation;
matters arising
4. Decisions-strategic and routine
5. Discussion-reports from directors,
treasurer etc; reports from committees
or working parties
6. Noting-correspondence and other
General Business
7. Set the next meeting date, place and
time



WHY DO WE KEEP MINUTES

It is a requirement of the Incorporations act that you keep minutes of meetings and hold an AGM once a year.

Minutes are a legal and signed record of a meeting.



KEEPING CONTROL OF A MEETING

PERSONALITIES:

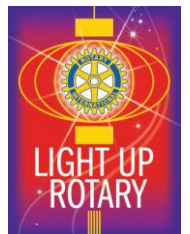
The Dominator

The Confrontationalist

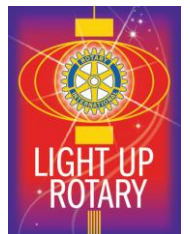
Side Conversations

The Silence or Blank Stare.

Conclusion Part 1



Public Speaking



HOW CAN YOU PREPARE FOR A PRESENTATION

Know your subject well.

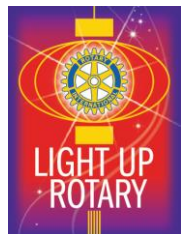
Identify main points.

Make notes as needed.

Prepare visuals, as appropriate.

Practice what you will say.

Check aids and equipment



GUIDELINES FOR USING VISUAL AIDS

Limit text to seven lines.

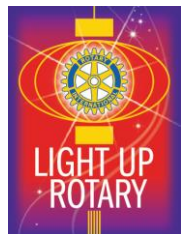
Limit seven words per line.

Use fonts that are easy to read.

Maximum **two colours** to highlight points.

Use graphics to illustrate a point.

Practice



TIPS

Use stories to illustrate key points.

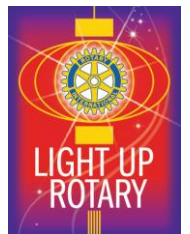
Stay within your allotted time – but flexible.

Use your notes only as a reference.

Establish eye contact and maintain good posture.

Speak slowly and clearly.

Practice.



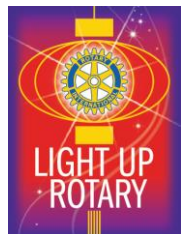
MORE TIPS

Vary the tone of your voice – emphasise!

Be relaxed and confident!

Avoid overuse of gestures.

Practice.



FINALLY

Practice!

