



Good morning



- I arrived this morning to support my District colleagues and suddenly find myself as the opening speaker.
- I've had a chance to take a quick look at the agenda and my allotted topic.
- It appears that there are a few PowerPoint slides so its going to be a bit of a “wing and a prayer” session.
- Here's hoping we can muddle through together!!!!



WHAT THE!!!!!!!!!!



- If you are wondering whether you have made a big mistake by giving up your time this morning – then.....

THINK ABOUT HOW YOUR MEMBERS AND GUESTS MUST FEEL WHEN THEY ARRIVE AT A CLUB MEETING AND ALL THEY FIND IS A DISORGANISED SCRUM OF PEOPLE TRYING TO RUN A DYNAMIC, INFORMATIVE AND INTERESTING MEETING!



And so to my topic today: “Running Dynamic Club Meetings”

Or

“What if I ran a meeting and nobody cared!”



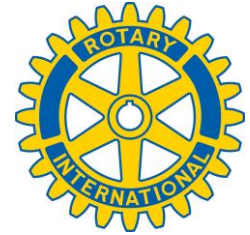
Dynamic?



*“Adjective: Indicates constant change,
action or progress”*



To be Dynamic



- The meeting should continue to move ahead in accordance with the agenda and timing.
- The Sergeant should keep the President informed as to the state of the meeting agenda/timing.
- The President should be prepared to adapt proceedings to maintain the meeting “dynamism” (and timing).
- The Chairperson for the evening must ensure that the Guest Speaker is aware of their allotted time.



Weekly Club Meetings



Rotary International states that:

“Club meetings give members an opportunity to enjoy fellowship and provide them with the information and motivation they need to increase their participation in activities that serve the club, the community, and the world.”

Reference:

<http://www.rotary.org/en/Members/RunningAClub/Administration/Pages/clubmeetings.as>

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Weekly Meeting Content



RI goes on to say that:

“Weekly meetings should feature interesting programs that enhance members' Rotary knowledge, reinforce the value of continued membership, and increase awareness of local and global issues”

Reference:

<http://www.rotary.org/en/Members/RunningAClub/Administration/Pages/clubmeetings.as>

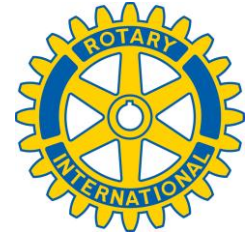
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Weekly meeting purpose



- Communication between President, Board and members
- Update on project status
- Reports from committee leaders
- Fellowship and bonding between members
- Interesting/useful/entertaining guest speakers
- Time to discuss Rotary business



Meeting Responsibilities

Or

Who does what when?



Club President.



The RI Manual of Procedure (MOP) makes the obvious statement that:

“In general, the club president presides over all weekly meetings.”

But the club president has supporting acts!



Club Secretary



Club secretaries may be responsible for the logistics of these meetings, such as:

- Distributing and collecting members' name badges
- Providing special badges for visiting Rotarians and guests
- Recording attendance
- Providing visiting Rotarians with documentation of their attendance
- Paying for meals, if applicable*
- Assisting with arrangements for outside speakers*
- Preparing announcements
- Planning topics for programs*
- Scheduling guest speakers*

The Treasurer and Speaker Program manager (if there is one as part of the Club Administration Team) are often responsible for, or assist with, items marked with an asterisk.



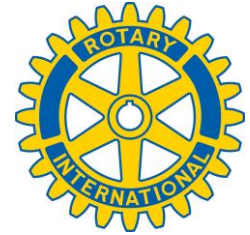
Running a successful meeting

Or

5 steps to success!



The five steps



- Preparation
- The Venue and Room Layout
- The Facilitator
- Timing
- The “Ice-breaker”



Preparation



- Prepare an agenda or running sheet;
- Use it!; and
- Publish and make widely known the key factors relevant to the next meeting(s), e.g.
 - Guest speakers and their topics
 - Any special Rotary information to be provided or matters for consideration by the club members.



Sample Meeting Agenda



Start	Finish	Suggested duration	Activity
		5 min.	Meeting Call to Order
			According to local custom
		30 min.	Meal and Fellowship Period
		20 min.	President's Time
			Introduction of visiting Rotarians and guests
			Correspondence and announcements
			Committee reports
			Club business
		30 min.	Program
			Introduction of speaker
			Speaker's presentation
			Closing remarks by president
		5 min.	Adjournment



According to local custom?



“Invocations and Prayers (Toasts and Grace to us):

Rotary clubs throughout the world include members who have many religious beliefs and values and are united in service to humanity.

Each Rotary club, being autonomous, should use its own good judgment in conducting its meetings in a manner that reflects Rotary’s basic principle of tolerance and encourages Rotarians’ participation in humanitarian service projects. (Rotary Code of Policies 7.020.)”

(Manual of Procedure 2010; Part 1; page 16 – Club Meetings)



The Meeting venue



- **Characteristics of a good meeting venue:**
 - Good lighting, comfortable seating
 - Good food – drinks as appropriate
 - Good presentation – professional
 - Convenient parking available
 - Audio-visual facilities as required – microphone, projector etc.
 - Private without external noise or interruption
 - Intimate



The Room Layout



- Very much depends on the venue, but should:
 - Allow all members to see and hear speakers;
 - Allow the speakers to see the faces of their audience;
 - Create and “inclusive” ambience reflecting the importance of everyone in the room; and
 - Minimise the ability for groups of members to hold “side” meetings during formal sessions of the meeting.



The Facilitator



- The Sergeant is the “independent” facilitator for Rotary Club meetings.
- The Sergeant should “guide” the meeting through the agenda, working with the President to keep to the agenda timing.



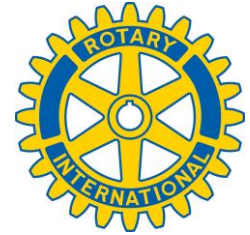
The Sergeant



- The appointment of the Sergeant is therefore an important decision.
- Don't give this responsibility to the last person to duck!!!!
- More about this later this morning



Timing



If:

- meeting times are published;
- agendas are prepared; and
- meetings start on time.....

.....THEN, MEETINGS SHOULD CLOSE ON TIME!



The “Ice Breaker”



This is a tool commonly used to set the tone at business meetings and may not seem relevant to a Rotary meeting.....**BUT:**



Opening the meeting



- A **feeble** opening to a meeting will not capture the “inclusive” mood required for the members to become engaged in what follows.
- The Sergeant and the President in their opening remarks set the tone for the meeting – so be **positive** and **strong**.
- Get the attention of the room!! (This does not require a microphone).



For example



- On arrival today you were:
 - Expected (because you had registered)
 - Greeted and welcomed
 - Offered a heart starter coffee and time for Fellowship
 - Given an agenda covering the events of the day



And at your club?



Your members and guests should have the same experience, because on arrival they should:

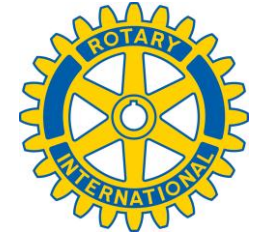
- Be aware of the meeting agenda.
- Have information about the Guest Speaker (via the club bulletin/website).
- Be greeted and welcomed.
- Be offered their badge.
- Have time for fellowship before the meeting commences.



SO, A DYNAMIC MEETING HAS



- A President and a Sergeant who understand their roles in running the meeting;
 - An agenda covering all relevant material to be presented/discussed at the meeting;
 - A room layout that is “inclusive” of all members and guests;
 - An agreed timing for the start, the business/guest speaker component and end of the meeting;
 - Time for fellowship before, during and after the meeting;
 - A “welcoming” feel that makes the members glad they came and gives guests the impression that Rotary membership is something to which they could aspire; and
- DOES NOT SEEM LIKE A WASTE OF TIME*** (despite the nice meal and fellowship!).



To sum up

(and with thanks to Jonny Mercer)



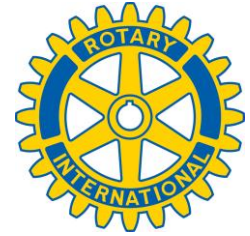
Accentuate.....

THE POSITIVE!
THE POSITIVE!



Eliminate.....

THE NEGATIVE!



Latch on to.....

THE AFFIRMATIVE



And most importantly.....



HAVE FUN!

(BUT BE CAREFUL NOT TO HURT YOURSELF!)

