

RUNNING A ROTARY MEETING

INTRODUCTION

GEOFF BRENNAN 14 YEARS IN ROTARY
ROTARY CLUB OF RYDE 40 MEMBERS
PRESIDENT 2 CONSECUTIVE YEARS 2006-7 2007-8

TOPIC

RUNNING A ROTARY MEETING

LET'S BE CLEAR ABOUT MY INTENTIONS. I CAN'T TEACH YOU ABOUT LEADERSHIP. OTHERS WILL AND ALREADY HAVE DONE THIS. I AM UNASHAMEDLY A MANAGER; I KNOW MY PLACE!! BUT I DO BELIEVE I CAN TALK TO YOU ABOUT SOME TECHNIQUES THAT MIGHT BUY YOU SOME TIME AS YOU DEVELOP AS THE LEADER OF YOUR CLUB.

**MY MAIN POINT IS
THE WEEKLY MEETING IS ONE OF OUR STRENGTHS
IF YOU HAVE ALL THE OTHER THINGS IN PLACE BUT NEGLECT THE
MEETING YOU WILL NOT BE AN EFFECTIVE ROTARY CLUB.**

THIS IS WHAT I WANT TO DWELL ON.

MY OPINION.....

**ONE OF THE KEYS TO BEING AN
EFFECTIVE CLUB PRESIDENT IS TO RUN
GREAT WEEKLY MEETINGS**

THE PRESIDENT & THE MEETING

PLANNING

BE PREPARED BE PREPARED BE PREPARED

HAND-OUT RUNNING SHEET NO BACKS OF ENVELOPES ON THE NIGHT. ([Click here for the running sheet](#))

START SAY, ON SUNDAY, FILLING IN DETAILS, CONFIRM ON MONDAY AND EVEN TUESDAY MORNING.

THINK OF AN “EDITORIAL THREAD” IF YOU LIKE TO WEAVE THROUGH THE EVENING; SOMETHING THAT EMBELLISHES THE NIGHT; MAKE A NOTE TO YOURSELF ABOUT THIS.

THE MEETING

GET TO MEETING EARLY TO ENSURE SET-UP IS OK. DOES ROOM WORK.

ROUND TABLES WITH RECTANGULAR HEAD TABLE??? MY PREFERENCE

HAS SERJEANT DONE AUDIO VISUAL RIGHT?

IS LECTERN IN CORRECT SPOT. DOES IT SUIT YOU? CAN YOU READILY MOVE OUT FROM BEHIND?

DON'T LET LAYOUT BE DICTATED BY CATERERS.

MEET & GREET

BE AT DOOR TO MEET MEMBERS. SHAKE HANDS. WHY ALLOW PEOPLE TO JUST DRIFT IN.

HAVE SOMEONE SLATED TO LOOK AFTER GUESTS SO YOU DON'T LEAVE THE DOOR.

REFER AS MANY OF THE MULTITUDE OF QUESTIONS YOU WILL BE ASKED TO THE CORRECT COMMITTEE PERSON.

FINAL ADJUSTMENTS TO RUNNING SHEET.

START THE MEETING

BE DEFINITE

SERJEANT TO RING 2 OR 1 MINUTE BELL. YOU SHOULD MOVE DIRECTLY TO THE LECTERN.

LOUD AND CLEAR AT YOUR COMMENCEMENT TIME

“GREETINGS FELLOW ROTARIANS”

DO NOT BE TIMID ABOUT THIS STARTING POINT.

BRING THAT MEETING TO ORDER!

LEARN SOME FUNDAMENTALS OF PUBLIC SPEAKING IF YOU DON'T HAVE THEM ALREADY. DON'T LEAN ON THE LECTERN. STAND UP, PROJECT WELL, MAINTAIN EYE CONTACT AS YOU MOVE YOUR GAZE AROUND THE ROOM.

DURING THE MEETING

WATCH YOUR TIMING; CONSULT WITH SERJEANT; HAVE WAYPOINTS SUCH AS SERJEANT'S SESSION **SHOULD START** AT 7.15 BUT GUEST SPEAKER **MUST START** AT 7.30 TO ALLOW 8.00PM FINISH.

TALK ABOUT PRO'S AND CON'S OF RUNNING OVERTIME. MARKET FORCES OK; POOR PLANNING VERY VISIBLE.

ADD JUICY BITS EG “INTERNATIONAL TALKS”, “THREE ON ME”, “THRE MINUTE GENERAL SPOTS”, AMBASSADORIAL SCHOLAR, YOUTH EXCHANGE REPORT.

SPAKLE

NO REPORT IF NOTHING TO REPORT. DON'T DO A ROLL-CALL OF BOARD POSITIONS. HAVE SPEAKERS AWARE OF WHEN YOU WILL CALL THEM.

THE CLOSE

A STRONG CLOSE IS AS VITAL AS YOUR WELCOME.

DON'T WIMP OUT HERE.

HAVE A COUPLE OF POINTS TO COVER QUICKLY.

WHAT ABOUT YOUR EDITORIAL THREAD?

MENTION NEXT MEETING

SING ANTHEM. NOTE REMINDER ON RUNNING SHEET.

MAINTAIN YOUR EMPHATIC AURA.

PROTOCOL

RI PROTOCOLS EXIST TO ENSURE RECOGNITION IS MAINTAINED AND TO FACILITATE THE SMOOTH WORKING OF OUR GREAT ORGANIZATION.

BE AWARE OF THE ORDER OF PRECEDENCE FOR INTRODUCTIONS, RECOGNITION, PRESENTATION AND SEATING.

ADDRESS ACCORDING TO PROTOCOL ONLY ONCE.

TOAST TO RI.....MOST SENIOR PERSON ON LIST

PHF IS A RECOGNITION, NOT AN AWARD (800,000)

DG'S VISIT.....NO GUEST SPEAKER

EMAIL

NATIONAL FLAG

READ THE BOOK, "GOOD MANNERS IN ROTARY"

CONCLUSSION

SO THERE YOU HAVE IT.

DISCHARGE YOUR RESPONSIBILITY TO LEAD AN EFFECTIVE ROTARY CLUB PARTLY BY SHOWING ABSOLUTE PROFESSIONALISM IN THE CONDUCT OF YOUR MEETINGS.

SUBSTANCE MUST EXIST (PROJECTS, INCREASE MEMBERSHIP, FOUNDATION, DEVELOP OTHER LEADERS ETC) BUT USELESS IN ISOLATION IF THE MEETINGS ARE DUDS. THE MEETING IS THE SIZZLE FOR MEMBERS.

YOU CAN ALSO

SHOW LEADERSHIP AT SPECIAL EVENT NIGHTS BY MAKING SURE THAT THEY ARE SPECIAL EVENTS.
SEATING PLANS, PLACE CARDS, USHERS WITH SEATING LISTS
GOOD SPEAKERS ETC ETC ETC

WHAT I HOPE YOU TAKE AWAY

YOUR MAJOR ROLE IS TO LEAD YOUR CLUB TO EFFECTIVENESS

YOUR STARTING POINT CAN BE A DESIRE TO PUT ON A GREAT SHOW EVERY WEEK.

DO THIS THROUGH PLANNING, PLANNING AND PLANNING

MAKE YOUR MEMBERS MAD KEEN TO BE THERE FOR THE NEXT MEETING

REMEMBER THE THEME “BE A GIFT TO THE WORLD”.

IN THE SPIRIT OF MAHATMA GHANDI’S CHALLENGE TO “BECOME THE CHANGE YOU WANT TO SEE”

BE A GIFT TO YOUR CLUB!!!!