Club Meetings With a Purpose

Regular Club Meetings
Why do we meet?

➢ TO CONNECT…. to add value
We meet REGULARLY

OUR connections are only as strong as the quality and quantity of our meetings…
Millennials

the opportunity
What’s up with “running” the meeting?

What is the difference between “running” a meeting and “hosting” a meeting?

Presentations aren’t about the presenter. They are about the audience, and their needs.
Plan your meeting with excellence in mind
Well in advance
Strategically – with goals or outcomes
Value other peoples’ (and your own) time
Always use an agenda – vary it upon occasion
Consider letting someone else conduct the meeting
It’s show time

Be early
Have a greeter looking for your speaker
😊 Have a backup plan
Involve many others
If you want others to remember something…repeat it three times.
Your Agenda…with a purpose

Warm up the crowd with a story or a joke
Introduction of guests – see handout
Pledge of Allegiance
Blessing or affirmation or thought of the day
Song
Minimize club business
Recognize others
  • Birthdays  Anniversaries  Rotary Anniversaries
  • Inductions
  • Rotarians not at meeting
  • Awards
Make Rotary Education prominent

Happy Dollars/Aloha Dollars

Speaker program
  • Variety is the spice
    • Socials
    • Education
    • Project celebrations
  • Club Assemblies
    • 2 Required – quarterly might be better
      • Spring – to talk about the coming year
      • Fall – Updates
      • Elections
      • DG Visit
      • Strategic Planning
Politics and other controversial subjects
  • Q and A approach

Avoid solicitors
  • Non-Profits
  • Book sellers

Gift for speaker
  • Make it a project

Thank you/Acknowledgement

Close the meeting
  • 4 Way Test
  • Song
  • Poem
Things to remember

You are the maestro…not the orchestra or the audience

Acknowledge the orchestra

You are training someone to replace you – let them practice
Board Meetings
What is the purpose of the board meeting?

- Exchange ideas
- Conduct club business
- Not, typically, a “planning session” that should be done in committee

The President presides over the board meeting

- Requires a little skill, practice and patience
- Quorum
- Agenda
  - Ask committee chairs if they need time well in advance
  - Publish to club at least a week in advance
• An Agenda

  • Have meeting goals in mind
  • Minutes from last meeting
  • Treasurer’s report
  • Old business
    • Business tabled from previous meeting
  • New business
    • Reports from committees that have something to contribute
      • Must find out to put them on agenda
      • Do not have to put them on agenda if there is nothing to report
      • Would not discuss item not on agenda
Simplified standard meeting protocol
Questions???

Thank You