

EFFECTIVE CLUB MEETINGS

SESSION INSTRUCTOR: BILL EVANS

SESSION NOTES

FRIDAY 8:30 AM

- **YOUTH EXCHANGE HOME COUNTRY FLAG POSTED FOR EACH MEETING FOR CLUB ATMOSPHERE AND GIFTED TO STUDENT UPON DEPARTURE**
- **UTILIZE CLUB ASSESSMENT TOOL – MEMBERSHIP SURVEY**
- **FELLOWSHIP TIME BEFORE THE MEETING IS CRITICAL!!**
- **“MAIJA MOMENT” - YOUTH EXCHANGE STUDENT REPORTS ON LAST WEEKS ACTIVITIES TO CONNECT WITH CLUB MEMBERS**
- **AGENDA DOCUMENT – MAKE UP A TEMPLATE**
- **RULES/EXPECTATIONS FOR MEETING AND GREETING GUESTS**
- **APOLOGIZE FOR EARLY DEPARTURE /LEAVE BEFORE SPEAKER BEGINS**
- **“GET OUT” – VISIT OTHER CLUBS FOR PROGRAM IDEAS**
- **“DIRT & DIGS” FOR FUN INTERACTION WITH FELLOW MEMBERS**
- **CLUB TO CLUB MASTER -- SHARE PROGRAM INFORMATION ELECTRONICALLY WITH OTHER AREA CLUBS RE: SPEAKERS**
- **CONSIDER CHANGING UP THE ORDER OF THE PROGRAM**
- **MEETING MEASUREMENT CRITERIA:
“ENLIGHTEN – EDUCATE – ENTERTAIN”**

FRIDAY 10:15 AM

- **YOUTH EXCHANGE – HOME COUNTRY FLAG**
- **CREATE / GENERATE FELLOWSHIP TIME BEFORE THE MEETING**
- **ALLOW TIME FOR FUN (DIRT & DIGS)**
- **PROGRAM CHAIR – VISIT OTHER CLUBS FOR PROGRAM IDEAS AT LEAST TWICE A QUARTER**
- **BUILD A WINDOW/FLEXIBILITY INTO YOUR MEETING AGENDA**
- **BUILD AN AGENDA TEMPLATE**
- **BUILD THE AGENDA DURING THE WEEK, NOT THE NIGHT BEFORE**
- **APOLOGIZE TO THE SPEAKER IF NEED TO LEAVE EARLY**
- **GREETING GUESTS-- FIRST ROTARIAN INTRODUCES GUEST TO 2 MORE ROTARIANS**
- **ASK SPEAKER FOR THEIR “STOP SIGNAL” DESIRED**
- **DRAW CARDS FOR SEAT ASSIGNMENTS**
- **MYSTERY BIO**
- **MYSTERY GREETER**
- **ROTARIAN MAGAZINE REPORT**

SATURDAY 3:20 PM

- **YOUTH EXCHANGE FLAG PRESENTATION**
- **PROGRAM CHAIR MAKE UP TO GET IDEAS FROM SPEAKERS**
- **ANY ROTARIAN THAT MAKES UP – INQUIRE WITH MAKE UP CLUB ABOUT THEIR SPEAKERS AND BRING THAT INFORMATION BACK TO THEIR OWN CLUB**
- **CREATE GREATER FELLOWSHIP INVOLVEMENT BY:
ARRIVE 30 MIN EARLY AND GET A MAKE UP

ARRIVE EARLY AND GET A FREE DRAW TICKET

ARRIVE EARLY AND _____**
- **IT PREPARATIONS BEFORE THE SPEAKER IS INTRODUCED**
- **MYSTERY MEMBER BIO**
- **DIRT AND DIGS**
- **2 TRUTHS AND A LIE**
- **FINES FOR PRESS PICTURES**
- **CLUB TRIVIA**
- **CHEERLEADING –SGT AT ARMS (WHATEVER WORKS FOR YOUR CLUB IS WHAT YOU NEED TO DO! THE QUESTION SHOULD NOT BE HOW DO WE GENERATE FUN, BUT DO WE HAVE ANY? IF IT WORKS IT DOES NOT MATTER HOW YOU DO IT!!**

CLUB MEMBER RESPONSIBILITIES TO HELP YOU

CONDUCT A SUCCESSFUL MEETING

(Note: all Bill Evans session input for this heading are combined into this chart))

- **CREATE AND MAINTAIN A COURTESY CULTURE**
- **RESPECT OTHERS AND SPEAKERS – MEETING ETIQUETTE**
- **CALL TO ORDER EXPECTED BEHAVIOR**
- **GREETING GUESTS PROPERLY- GREET AND WELCOME GUEST UPON ARRIVAL AND INTRODUCE TO TWO ADDITIONAL ROTARIANS**
- **ADDRESS EARLY DEPARTURE/APOLOGIZE TO SPEAKER**
- **HELP ON SET UP AND TAKE DOWN RESPONSIBILITIES**
- **ARRIVE ON TIME!!**
- **BRING GUESTS**
- **PARTICIPATE IN CLUB ASSEMBLIES**
- **NO CELL PHONES, BEEPERS OR BLACKBERRY
SCROLLING ALLOWED**
- **BE FRIENDLY /WELCOMING**
- **NO ONE IS SEATED UNTIL THE BELL RINGS**
- **STAY ON TIME WHEN REPORTING**
- **CHANGE SEATS AND INTERACT**
- **ADVANCE NOTICE TO PRESIDENT FOR TIME REQUEST ON THE AGENDA**

PUBLIC SPEAKING HINTS

- **BE REAL- BE GENUINE- BE YOU**
- **KEEP IT MOVING**
- **BE PREPARED**
- **CLEAR RELAXED AND WELL PACED**
- **CHANGE UP VOICE INFLECTION**
- **EYE CONTACT TROUGHOUT THE ROOM**

EFFECTIVE CLUB MEETINGS SESSION INSTRUCTOR: TROY ALEXANDER SESSION NOTES FRIDAY 10:15 AM

Workshop Overview

Introductions

“Just as your beating heart is needed to keep you alive, effective club meetings are mandatory to the success of your club. Effective club meetings with a good atmosphere, good speakers and good fellowship will keep your club members engaged which will lead to better membership retention and ability to attract new members.”

- Name, Club, Hometown, Years in Rotary
- Class Expectations?
 - How to change your meetings up
 - When/how to deliver information
 - How to energize your members
 - New ideas for your club meetings
 - How to make meetings meaningful

- Meetings that people want to go to
- How to keep members fully engaged
- Program ideas – good caliber speakers
- How to use communication that appeals to all ages
- Meetings as a tool to retain members

Why are meetings important to the success of your club?

- Meetings build fellowship
- Meetings help communicate club goals to members
- Meetings are an internal public relations opportunity
- Meetings provide social opportunities/personal contact
- Meetings provide opportunities to learn about Rotary
- Good meetings encourage members to bring new members
- Meetings are energizing
- Meetings provide a continuity for action
- Meetings are an opportunity to meet new people.

Key elements for conducting effective club meetings

- Atmosphere
- Meeting Management
- Personal leadership style

What responsibilities do your club members have in effective meetings?

- Be engaged
- Program Chair is responsible for good meetings
- Be entertained
- Pay attention
- Obey proper meeting protocol/etiquette
- Courtesy towards speakers
- Arrive on time
- Early departures do so in an appropriate manner
- Use 'appropriate' humor

Making meetings fun

- Sgt. at Arms – make them interactive

- Fine master / Goose master
- Happy bucks / Brag bucks
- 50/50 or raffles
- Jokes (appropriate)
- Program chair & committee
- Promote fun speakers
- Variety – Informative, engaging, entertaining
- Deliberate in the introduction and thank you
- Importance of thank you gift
- Classification talks
- Rotary moment / story
- Sing songs
- Music entertainment
- Recognizing birthdays & anniversaries
- Fellowship Committee
- Scheduled socials
- Spontaneous interaction
- Invite other clubs to join you

Building an agenda

- Use an outline
- Less is more
- Review your agenda several times a week
- Communicate your agenda as needed
- No need to reinvent the wheel
- Keep it flexible

What are the key components for effective public speaking?

- Use a microphone if required
- Delegate speaking responsibilities
- No ummmm's or ahhhhhhhh's
- Be prepared!
- Look to all areas of the room to create connection
- Kind but firm
- Confident delivery
- Don't pace around
- Don't become one with the lectern

- Don't point
- Have good energy
- Portray good body language
- Smile – it's contagious
- Have fun
- Manage your time

Wrap Up

- Review class expectations
- Identify three action steps to take away from this session

“To whom much is given, much is expected.”

The Future of Rotary is in Your Hands...

**EFFECTIVE CLUB MEETINGS
SESSION INSTRUCTOR: TROY ALEXANDER
SESSION NOTES FRIDAY 4:15 PM**

Workshop Overview

Introductions

“Just as your beating heart is needed to keep you alive, effective club meetings are mandatory to the success of your club. Effective club meetings with a good atmosphere, good speakers and good fellowship will keep your club members engaged which will lead to better membership retention and ability to attract new members.”

- Name, Club, Hometown, Years in Rotary
- Class Expectations?
 - Break “the way it has always been done”
 - How to start and end on time
 - Meeting time management
 - How to break up table cliques
 - How to deal with noisy members
 - Find out how other clubs run meetings
 - Learn about new types of meetings

- Program sharing / ideas
- Thank you's to speakers – what other clubs do
- How to have more fun!

Why are meetings important to the success of your club?

- Meetings build fellowship
- Meetings help communicate club goals to members
- Meetings are an internal public relations opportunity
- Meetings keep members involved in club activities
- Meetings provide communication amongst members
- Good meetings encourage members to bring new members / guests
- Meetings are a means of soliciting volunteers for projects
- Meetings build relationships and social opportunities
- Meetings are a networking opportunity
- Meetings are a good venue for Rotary education

Key elements for conducting effective club meetings

- Atmosphere
- Meeting Management
- Personal leadership style

What responsibilities do your club members have in effective meetings?

- Be engaged
- Arrive on time
- Be polite – one voice at a time
- Move around – meet new members
- No cell phone noise (perhaps a fund raiser?)
- Respectful towards speakers
- Early leaver rules – fines, apology, etc

Making meetings fun

- Humor from President
- Sgt. at Arms fines / games
- Happy Bucks / Sarcastic Bucks
- Confessions / brags

- Advertisement dollars
- Dirt and digs (roast)
- Fun facts
- 50/50 draw
- Jokes (appropriate)
- Vary the program
- “Light” speakers
- Use of former Presidents to run meetings
- Special holiday meetings
- Fact of the week
- Classification talks
- Vocational talks
- Student of the month
- Recognize birthdays and anniversaries
- Social Meetings – Rotary After Work (RAW), Home fellowship, Firesides

Building an agenda

- Use an outline
- Less is more
- Review your agenda several times a week
- Communicate your agenda as needed
- No need to reinvent the wheel
- Keep it flexible

What are the key components for effective public speaking?

- Project voice
- Don’t mumble – enunciate
- Eye contact – keep eyes moving around room
- No ummmm’s or ahhhhhhhh’s
- Don’t apologize, don’t repeat
- Plan what you will say
- Be flexible
- Confident delivery
- Don’t become one with the lectern
- Be prepared
- Speak to a friend until comfortable
- Use visual aids
- Use technology that is working

Wrap Up

- Review class expectations
- Identify three action steps to take away from this session

EFFECTIVE CLUB MEETINGS SESSION INSTRUCTOR: TROY ALEXANDER SESSION NOTES SATURDAY 3:20 PM

Workshop Overview

Introductions

“Just as your beating heart is needed to keep you alive, effective club meetings are mandatory to the success of your club. Effective club meetings with a good atmosphere, good speakers and good fellowship will keep your club members engaged which will lead to better membership retention and ability to attract new members.”

- Name, Club, Hometown, Years in Rotary
- Class Expectations?
 - How to have more fun
 - How to make changes
 - How to keep meetings meaningful
 - How to bring in variety across the board
 - How to involve members in meetings
 - Ways to cut off the on & on & ons
 - How to finish meetings on time
 - Invocation sharing / ideas

Why are meetings important to the success of your club?

- Meetings build fellowship
- Meetings help communicate club goals to members
- Meetings are an internal public relations opportunity
- Meetings provide club continuity

- Meetings build connections with / between members
- Meetings provide an opportunity to learn about Rotary
- Good meetings encourage members to bring new members / guests
- Meetings are a means hearing educational speakers
- Meetings keep membership engaged
- Meetings are a venue for raising money
- Good meetings raise club morale

Key elements for conducting effective club meetings

- Atmosphere
- Meeting Management
- Personal leadership style

What responsibilities do your club members have in effective meetings?

- Arrive on time
- Keep comments relevant to the meeting
- Be polite – no talking when others are speaking
- Be respectful of speaker
- Apologize if leaving early
- No cell phones / texting during meeting
- Early leaver rules – set club policy
- Attend meetings – ensure meet attendance requirements

Making meetings fun

- Hug or greet everyone as they come in the door
- Use cards or other ideas for seating arrangements
- Sgt. at Arms quiz / trivia / rotary facts or history
- Happy Bucks
- Door prizes
- 50/50 draw
- Wine draw
- Jokes (appropriate)
- Rotate meeting content
- Have social in place of fifth meeting of the month
- Hold meetings in members businesses
- Invite spouses to meetings
- Special holiday meetings

- Club historian
- Classification or repeat classification talks

Building an agenda

- Use an outline
- Less is more
- Review your agenda several times a week
- Communicate your agenda as needed
- No need to reinvent the wheel
- Keep it flexible

What are the key components for effective public speaking?

- Enunciate
- Speak loudly or use mic
- Eye contact – look at audience
- Smile!
- Not too stiff, not too animated
- Be to the point
- Be passionate
- Be prepared
- Ensure A/V equipment working before meeting
- Confident delivery
- Voice intonation
- Don't become one with the podium

Wrap Up

- Review class expectations
- Identify three action steps to take away from this session

**EFFECTIVE CLUB MEETINGS
SESSION INSTRUCTOR: TAMMY BRUCE
SESSION NOTES FRIDAY 3:15 PM**

Meetings are important because...

Health of your club

Communication to members

Fellowship, networking

Learning from speakers

Engage members

Time to raise funds through fines, etc.

meetings FUN!

Happy \$\$

Jokes

Plan for parties

Have family friendly events/nights

Secret Sgt. At Arms

Quizzes on fun member facts, etc.

Plan for fellowship before the meeting