

## NCPETS II, March 3&4, 2011

### Area V

1. **Subject: Meetings & Administration**
2. **Learning Objectives & Outcomes:** To prepare Club President's for the effective meeting management during their year in office. We will discuss and develop skills and tools necessary to conduct regular business meetings, club Board of Director Meetings, special meetings, joint meetings with other entities and even social events scheduled in addition to or in lieu of regular meetings.
3. **Learning Methods:** A facilitated and guided discussion involving all attendees. Attendees will be encouraged to take notes for later review in developing a club plan of action.
4. **Key Topics:**
  - a. **Calendar** – Starting in Jan. of Rotary Year that you assume office. It is in your President's Manual as well. Always announce the date, location and content of the next meeting at the close of the current meeting.
  - b. **Purpose** – Why is the meeting being held? Who should be there? Who is scheduling the meeting? What is the outcome you need as the leader? What if there is controversy? How do you get new ideas? How do you resolve conflict? Does it lead to another meeting or meetings?
  - c. **Agenda** – Every meeting needs an agenda to determine time allocation to various events, locate elements of greatest priority, offer timelines to those providing content, maintain schedule so you finish in the allotted time. A Board of Directors meeting should be more structured and formal. An advance agenda is very helpful if you need to have someone cover for you do to a schedule demand.
  - d. **Content** - What elements are "standard" and what are optional or unique. Example: where do you do the Pledge of Allegiance, 4-Way Test, Invocation, Sgt. @ Arms, etc? How much time do you allocate to the speaker or program? If this is a specific meeting on fund raising, club assembly, joint with another entity, the content will need to be relevant.
  - e. **Time** – You can't manage a timeline without access and referral to a clock or watch.
  - f. **Introductions** – What or how do you introduce elements of program and speakers?

- g. AV Needs** – If speakers need AV equipment, who is responsible? If you need a microphone to be heard, who is responsible?
  - h. Physical Plant** – Do you have a podium, Rotary bell, US Flag, Club Flag, any other regular or irregular devices or displays? Are you a singing club? Who will be responsible at each meeting to see that all is in place?
  - i. Program** – Who is responsible for the weekly meeting program? Do you have input? How far in advance do you plan the content? At a Board of Directors meeting there should be actual reports from committee chairs and greater awareness of financial status of the club.
  - j. Atmosphere** – What is your club atmosphere? Are you serious, fun loving, loose, tight, structured, or other description?
  - k. Personality** – What is your personality and presence? Can and do you tell jokes? Do you take yourself seriously or can you take a joke? How do you translate your personality to your club? Can you direct the program without stress?
- 5. Materials:** Expect each attendee to have a notepad, notebook, or other means of taking notes from content offered.
  - 6. A-V Requirements:** An easel, pad and marker pens
  - 7. Worksheets:** I will print out broad outline with no details filled in and suggest that attendees fill in to their needs. **(Will need number of attendees per session)**
  - 8. Other Resources:** None