

QUESTION: What does An Effective Leader Look Like?

ANSWERS:

1. They have a HIGH BELIEF in the competency of others.
We will never be dynamic if the leadership is confined to one person.
2. Always thinks in terms of SPEED. How fast can I delegate to a competent person.
3. Always thinks in terms of WHO.
Who can handle this project.
It never enters the mind of a good leader to do it himself or herself.
They always look for someone more capable to do the job.

NOTES:

The higher the self-esteem, the easier it is to delegate.
Other people are competent. We're not doing brain transplant here.
Give the job away and empower them to do it.

How Do You Change To Be A Great Delegator?

1. Write out all your jobs
2. Give every job you possibly can away.

Note: Do not give a job away to someone to fail always set them up for success.
You must give them the resource or where to find them.
Everyone needs a job.

3. Try to work yourself out of a job in 1 day.

Note: Give the job of making sure the flag and bell are in the correct place to an old gentleman in the club.
Tell them how much you appreciate them doing it and it helps take one more thing off your list
to worry about before the meeting. They will be at every meeting guaranteed.

4. You do only the jobs no one else can do.

5. Anything someone else can do, they need to do it. It grows them.

Note: When asking always do it one on one. Never ask in a crowd.

Closing:

Question: What is the one and only job a Rotary President should have?

Hint- President does it at every meeting!

He is the only one who gets to do it!
He can do it loud or soft!

ANSWER: _____

End with the Strawberry Pie Story.

PRIORITIES & DELEGATION

LEARNING OUTCOMES:

- REASONS WHY WE DO NOT DELEGATE
- HOW TO PRIORITIZE
- WHAT A POOR LEADER LOOKS LIKE IF THEY DO NOT DELEGATE
- WHAT AN EFFECTIVE LEADER LOOKS LIKE IF THEY DELEGATE
- WHAT A LEADER MUST CHANGE TO BE EFFECTIVE.

MISCELLANEOUS NOTES TO START CONVERSATION:

Pareto Principle – 20% of your priorities will give you 80% of your production, if you spend time, energy, money and personnel on the top 20% of your priorities.

Ask your self “What gives me my greatest return?”

Examples of the Pareto Principle.

TIME: 20% of our time produces 80% of the RESULTS

COUNSELING: 20% of the people take up 80% of our TIME.

PRODUCTS: 20% of the products bring 80% of the PROFIT.

READING: 20% of the book contains 80% of the CONTENT

JOB: 20% of our work gives us 80% of our SATISFACTION.

DONATION: 20% of the people will give 80% of the MONEY

LEADERSHIP: 20% of the people will make 80% of the DECISIONS.

PICNIC: 20% of the people will eat 80% of the FOOD!

Ask your self “What gives me my greatest return?”

DELEGATION

QUESTION: Why Leaders Don't Delegate?

ANSWER:

1. Fear of losing AUTHORITY
2. Fear of work being done POORLY
3. Fear of work being done BETTER - this is an ego/self-esteem problem
4. Unwilling to take necessary TIME
5. Fear of depending on OTHERS
6. Lack of TRAINING and positive experience.

REMEMBER

1. Continued FATIGUE is a sign of poor delegation
2. ACTIVITY doesn't mean accomplishment.
3. BUSINESS doesn't equal productivity

QUESTION: What does a Poor Leader Look Like?

ANSWERS:

- A poor leader is on a treadmill (huge cloud, no rain)
- A poor leader has a big "To Do" list and still growing.
- A poor leader makes promises and then make excuses
- A poor leader has little time for family and self. They never leave work, work goes home, dinner, day off , etc.



The Rotary Club of _____ Weekly Meeting

Date: _____

1. Ring Bell @ _____ TIME
 2. Pledge of Allegiance.
 3. Prayer. _____
 4. Four Way Test: _____
 5. Welcome Guests.

- ## **6. Announcements / Business**

- ## **7. Raffle/Spin/Game/Mr. Sunshine.**

- ## 8. Speaker.

- #### **9. Thank Speaker.**

- ## 10. Reminders:

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- ### **11. Recognize Guest Again.**

- 12. Adjourn.** Is there anything else for the good of Rotary?

- ### 13. Ring Bell.



The Rotary Club of _____

Board of Directors Meeting

Date: _____

1. Call to Order.
2. Thank Host & Hostess:
3. Secretary=s Report.
4. Treasurer=s Report.
5. Old Business.

6. New Business.

7. Avenue of Service Director Reports.

Club Service.
Community Service.
Vocational Service.
International Service.

8. Other Reports.
Foundation
Membership.
9. Thanks to Directors and Hosts.
10. Adjourn.

CARE AND FEEDING OF GUEST SPEAKERS FOR YOUR ROTARY CLUB

Program person sends information to the speaker as soon as he/she is confirmed:

1. Time
2. Location and directions
3. Protocol and sample of agenda for your Club
4. Send website address to speaker
5. Program Chair assigns Aide to correspond with and greet speaker as he/she arrives and stay with the speaker throughout, introducing to as many members as possible.

Information to share with speaker:

1. Name and contact info for person introducing
2. Ask for bio and picture— tell speaker where to send and to whom – ask for several things about the speaker that would not be common knowledge to add to the introduction
3. Approximate number of people to expect
4. Time he/she should be at the location
5. Amount of time for his/her presentation
6. Find out audio visual and other needs
7. Special dietary restrictions
8. Cell phone numbers exchanged
8. Help speaker unload/load equipment, if necessary.
9. Send thank you note

If noteworthy, put on the District [REDACTED] speakers bureau list.



ROTARY DISTRICT 6900

Governor's Official Visit Club President's Guide

Items you need to address as Club President in preparation for the District Governor's Official Visit.

- Send the District Governor an agenda for their time with your club including any special recognitions that you wish to be made during the official visit..
 - If the DG is staying overnight, provide the name, address, and phone number of the hotel/motel where he will be staying and whose name the registration is in a minimum of 3 days prior to the official visit (by email).
 - Ensure the DG has your contact phones number...home & mobile.
 - Advise the Governor if there are customs and traditions unique to your Club that must be observed during the visit and any important information relating to the membership of your club.
 - Keep your Assistant Governor in the loop and informed. The AG will attend the Board of Directors meeting with the Governor and any other events he/she is invited.
- Assign the President-Elect or other Club officer to meet and accompany the District Governor before and after the meeting and introduce the DG to as many of the Club members as time will allow.
- DG Court requests no club gifts during his official visits. In Lieu of a gift, DG Court requests you donate something to the Muscular Dystrophy Association. <https://www.mda.org>
- Plan a "Family of Rotary" meeting by inviting spouses, past members, Past District Governor's, Rotaract/Interact members and potential Rotarians to any club social.
- Plan for the DG to be the **only program** for the day and plan to allow 20 – 25 minutes for the presentation – allow additional time for other presentations you would like the Governor to make.
- Plan for your Board to meet with the DG for one hour to discuss your club's plans for the 2018–2019 Rotary year and to review the plans for your Club.
- Planning to have the DG induct new members, award Paul Harris Fellows, Paul Harris Society members, Bequest Society members, attendance awards, etc. Please inform the DG on his club visit agenda you will want to do this.
- In honor of the office of DG it is appropriate to have the members stand when the DG begins the presentation and again when the presentation is ended.