

CHAPTER 3

RUNNING YOUR MEETINGS



Although managing your club is the board's responsibility, you're responsible for planning and running engaging meetings. Whether you're planning board meetings and club assemblies, preparing for required visits from district leaders, or overseeing club finances, your leadership is vital.

AS PRESIDENT-ELECT	AS PRESIDENT
Appoint and meet with your club administration committee	Run engaging and fun club meetings, board meetings, and club assemblies
	Oversee the club's reporting requirements and check with the club secretary to make sure updates to your membership list are made within 30 days
	Prepare for the district governor's visit and visits from your assistant governor

CLUB ADMINISTRATION COMMITTEE

Although you oversee the management of your club, your administration committee carries out the specific responsibilities.

Appoint your club secretary and treasurer to this committee. The committee chair, also appointed by you, will be part of your club leadership team (see chapter 2 for more information). Give your club administration committee these responsibilities:

- Help the club secretary with meeting logistics
- Organize interesting and fun club meetings
- Organize social events for club members
- Produce club communications, such as the club newsletter

CREATING AN ENGAGING CLUB EXPERIENCE

Being club president isn't just about running effective meetings. It's about creating an experience for your members that keeps them involved and connected. Start by assessing your club with Rotary tools such as the [Rotary Club Health Check](#) and [Member Satisfaction Survey](#). Then work with your fellow club leaders to implement changes the club wants to make. Research shows that clubs with more freedom to be flexible can better attract new members and keep current members engaged.

Your clubs can do any of the following to be more flexible for your members:

- Meet only twice a month
- Try a different meeting day and time
- Count service projects or social events as meetings
- Choose whether to meet in person or online, to alternate between online and in-person meetings, or to use both formats at the same time (for instance, a member could participate in an in-person meeting through a video chat)
- Offer alternative membership types, such as associate, corporate, and family, as long as these individuals are reported as active members and you collect RI membership dues from them
- Offer dual membership for Rotaractors who meet the qualifications

Plan meetings to coincide with special observances on the [Rotary calendar](#), such as Rotary Fellowships Month (June), Membership and New Club Development Month (August), and Rotary Foundation Month (November).

Get creative and have fun! Your club administration committee can help you develop flexible, engaging club meeting formats and agendas. Get more ideas in the chart below, which features sample meeting formats and examples of how clubs have used them.

SAMPLE FORMATS FOR CLUB MEETINGS

REGULAR MEETINGS	SOCIAL EVENTS
<ul style="list-style-type: none"> • Allow time for members to share ideas for making the community better. • Use meeting time to plan activities and projects. • Offer members the option to participate virtually if they can't make the meeting in person. • Have members speak about themselves rather than booking a guest speaker. • Give each meeting a different theme. • Rotate meeting locations. • Make meals optional. • Discuss Rotary business for the first half of the meeting and use the second half for fun activities. • Invite prospective members to speak as industry experts on topics related to your projects. 	<ul style="list-style-type: none"> • Hold an annual retreat with your club to have fun and reflect on the work you've done in the past year. • Meet once a month at a restaurant or other venue to socialize. • Plan events and outings that include family members and Rotaractors year-round. • Celebrate personal milestones and other special occasions that are important in your members' lives.
NETWORKING AND TRAINING EVENTS	SERVICE PROJECTS
<ul style="list-style-type: none"> • Hold a networking meeting to build relationships and rapport with one another. • Conduct a networking event with business professionals in the community to increase visibility of your club, bring in new members, and form potential partnerships. • Plan a training event to enhance members' leadership skills or teach them a new skill that will help them carry out a project. 	<ul style="list-style-type: none"> • Partner with other organizations to expand your outreach. • Make sure members are involved in activities that genuinely interest them. • Create regular opportunities to volunteer in the community together and discuss the experience in a subsequent meeting. • Ask newer or younger members to propose and lead service projects, with an experienced member to guide them.

See the [Club Flexibility page](#) on My Rotary and the Practicing Flexibility and Innovation course in the [Learning Center](#) to get started.

CLUB ASSEMBLIES

Club assemblies offer an opportunity to exchange ideas and share information about issues that are important to your members. Most clubs hold four to six assemblies per year.

You or another designated club officer should lead club assemblies. Encourage all members to attend, but especially new members. Seek out member input to make sure the meetings address their interests and concerns. See the chart below for suggested timeframes and topics for club assemblies.

TIMING	PURPOSE
Immediately after the district training assembly (before 1 July)	To share plans developed at the district training assembly (club president-elect presides)
After 1 July	To discuss goals for the year
Two weeks before the district governor's visit	To prepare for the visit
During the governor's visit	To discuss the club's status with the governor
Midpoint of year (January/February)	To review progress toward club goals and overall member satisfaction, and determine the plan for the rest of the year, including any needed changes
April or May	To provide an opportunity for open discussion (ideas for bringing club projects and activities to completion)

GOVERNOR'S VISIT

One of your district governor's core responsibilities is to visit all clubs in the district, either individually or in groups, to provide support and guidance, update members on district goals, and motivate members to achieve club goals.

If possible, schedule the governor's visit to coincide with an event that highlights your club's accomplishments, such as a charter night, induction ceremony, new member orientation program, award presentation, or Rotary Foundation event.

To prepare for the visit:

- Review your club's progress toward its goals. Reflect on member morale. Identify questions or concerns you want to discuss with your district governor.
- Organize reports of committee plans, activities, and accomplishments.

DISCUSSION QUESTIONS

How can your club vary meetings to get members excited about coming to them?

What does your club do at club assemblies, and how are they different from club meetings?

How can you prepare for and involve members in your governor's visit?



