

Workshop Session #2:
(Club President's Manual...Chapters 3 & 4)

Session's Topics: *Organizing Your Club for Success and Club Membership*
Friday Afternoon, March 19, 2010

(Some of the following questions will be used **during the 2nd discussion session**...please be certain that you are familiar with **both** topic areas.)

I. Organizing A Successful Rotary Year...

• **Planning Your Weekly Club Meetings...**

- How are your club meetings' **agendas** currently structured?

- What agenda factors are '**routine**' and are you thinking about doing anything **differently** each week?

• **Cover Club Meeting Responsibilities In Advance...**

- How are club meeting responsibilities currently handled in your club?

- How can you more effectively **delegate** these responsibilities?

• **Rotary International, Zone, and District Conferences and Activities...**

- How **currently involved** in Rotary activities is your club beyond your local club level?

- What are some **benefits** to your club of becoming more involved in Rotary activities beyond your local club?

• **Using Official Rotary Publications and Manuals...**

- How does/can your club's **Constitution & By-Laws** benefit your club?

- Why should these documents be reviewed and updated regularly?

- How can R.I.'s **Manual of Procedures** **positively** impact the administrative operations of your club?

- **Other Helpful Club Administration Keys...**

- What **strategies** will you use to be sure that the multitudes of administrative tasks of your club are being addressed effectively throughout your year as club president?

- Do you feel that it is essential to **monitor** your club's **progress or lack thereof** regularly during your year as club president?

II. Club Membership Really Matters in Rotary...

- Membership numbers as well as quality are a major focus in Rotary....why is membership such a **vital element** of overall Rotary club success?

- What's been you club's **membership trend** (numbers) during the past 3 to 5 years?

- **Recruiting and Retaining Members in Your Rotary Club...**

- For your club, what seems to be more difficult...**RECRUITING** prospective members or **RETAINING** the members you already have ?

- What **RECRUITMENT** strategies have worked well in your club ?

- What are the problems that you club faces in **RETAINING** its members?

- **Increasing Your Club's Membership...**

- What **attracts** new members to your club?

- What **difficulties** does your club have in recruiting new members? How can you **overcome** these difficulties?

- What kinds of activities will you use to **educate your members** about Rotary?
