



The R.I. Secretariat serves as a clearing house for information which may be useful to Rotary clubs. This file and many others are prepared from various sources of information. Suggestions are appreciated.

FILE 117 A

MR. PRESIDENT

# ABOUT THAT JOB OF YOURS!

A few suggestions by Hal A. McNutt, past president of the Rotary Club of Stillwater, Oklahoma, and past governor of the 124th Rotary district.

A Rotary club is good or bad and the president is a success or a failure just as the club's meetings are good or bad.

## QUALITIES OF A GOOD PRESIDING OFFICER

Be "in command" of the entire meeting. It is your responsibility. Be sure you know where you are going; then be sure to arrive.

Speak audibly so that all in the room can hear you. Keep your head up and always face the audience. Don't be reading notes with your chin on your chest as you talk.

Be brief and to the point. It saves time and is more business-like.

## THINGS TO CHECK BEFORE THE MEETING

Well before the meeting check to see that everything is ready in connection with program, entertainment, arrangements.

Have a "reserve" program always at hand, just in case it becomes necessary to provide one at the last minute.

Watch to see that meeting place is clean, attractive, easy to get to, well arranged, light and airy, compact but comfortable.

Have an ante-room for hats and coats with a place for club members to greet each other and chat a little before the meeting time.

Be sure to greet visitors as they arrive.

Adopt the "pay as you enter" plan in your club, and avoid passing a plate during the luncheon to collect the price.

## CONDUCT OF THE WEEKLY MEETING (A suggested order of events)

Begin promptly. Sound gong a minute before time to open the meeting, giving those present a chance to get to places around the tables.

Open with (1) the national anthem or (2) pledge to the flag, or (3) reading of the four objects of Rotary in unison. Change around for variety.

Remain standing for the invocation. Call on different club members for the invocation each week.