

EIGHT ESSENTIALS OF

1. **Make committee appointments on the basis of indicated interest and capacity for leadership and initiative.**

In general, each individual in this world can find the time to do the thing he really wants to do. Prior to appointing the committees the president-elect should ascertain the interests of the members. Every committee appointment should be based on an indicated willingness on the part of the individual to work on the committee.

2. **Provide each committee with definite instructions.**

Merely appointing a committee and then "turning it loose to sink or swim" will seldom produce a maximum of committee efficiency. It is the responsibility of the president and board to see that each committee chairman has a thorough understanding of the functions of his committee. Helpful material for each standard committee of a Rotary club is available upon request from the secretariat of Rotary International.

3. **Have committees meet regularly—starting and stopping on time.**

A meeting is called. The new committee member is all pepped up to attend the meeting and to contribute something. If the chairman is not present a few minutes before the appointed hour and if the meeting is not called at the time scheduled, he is wasting just so much time. If, furthermore, after the meeting is called, the committee just sits around and doesn't do very much, he is wasting more time. He begins to think he might utilize his time to better advantage. Therefore, there should be a regular time for the standing committees to meet; the chairman should be present several minutes before the appointed hour; he should call the meeting exactly on time and then proceed in a businesslike way to the work of the committee.

4. **Have the committee function according to an efficient and prearranged plan of procedure.**

It is important that each committee have something definite to do each time it meets. It should proceed to do it with regularity and efficiency. The president may assist by outlining, from time to time, certain things he would like to have discussed and reported by the committee.