

of his efforts to date and his plans for carrying out his share of the plan outlined by the club aims and objects committee.

4. General discussion as to what, if any, changes in this plan are desirable.
5. Explanation by the president as to material available at the secretariat and reports by committee chairmen as to whether they have sent for it.
6. Decision as to frequency of club assemblies and tentative date for the next one. (One such assembly ought to come at the time of the governor's official visit to the club. Others may be held monthly, quarterly, or on call.)

### Function of the Club Assembly

The board of directors is the governing body of the club. Its responsibilities include administration, finance, and program. On matters of program and activities it looks to the aims and objects committee as a planning body, and to the club assembly as a consulting council in regard to putting the plan into action.

A regular monthly meeting of the club assembly helps the president to keep in close touch with the progress of the various committees and to ascertain how the plans made by the aims and objects committee and approved by the board are being executed. It also enables the president to curb activities which appear to be absorbing an undue proportion of the club's interest in comparison with that devoted to other activities. Thus, the president is better able to keep the club on an even keel, both as to internal functioning and club activities in general.

Another desirable result of regular meetings is the stimulation to thought and activity which grows out of the general and more or less informal discussion of club affairs which character-

izes the club assembly. Perhaps the greatest advantage of regular meetings, however, is the resultant strengthening of the morale of committee chairmen. One who notes the serious and constructive way in which activities are discussed inevitably looks upon his own responsibility as head of his committee with an added inspiration to do the best he can. Participation in the general discussion also broadens his perspective and clarifies his view of his own work.

### Elements Contributing to Success

Regardless of the size of the club certain features of club assemblies are important to their success.

1. *Coordination*—An understanding by each member of the club assembly of the whole plan for the year and a common purpose to make the work of each committee contribute to the realization of the plan will do much toward strengthening both committee and club efforts.
2. *Place and Time of Meeting*—When possible it is desirable to hold the club assembly as an evening meeting in the home of a member. The comfortable surroundings of a home make for fellowship; an evening meeting allows ample time to discuss the business in hand.
3. *Topics for Consideration*—Care should be taken to differentiate between topics appropriate for consideration by a committee and those pertinent to consideration by an inclusive group like the club assembly. The latter must be of a more general character—for example, "How can programs further the best interests of the club?"—not "What program shall we have next week?"
4. *Written Reports*—Whenever reports from committees are expected (and it may be desirable