

To.....  
Chairman

## THE PROGRAM COMMITTEE

### (Subcommittee of the Club Service Committee)

The program committee consists of a chairman (a member of the club service committee) and such others as the president and the board of directors of the club shall determine.

This committee arranges the program for each regular and special meeting of the club in accordance with the plan prepared by the aims and objects committee and approved by the board of directors. There is no conflict between the aims and objects committee and the program committee. The one plans, the other executes the plan.

The program committee follows through on details as far as club meetings are concerned. It carries out the plan by seeing that each Rotarian or each club committee responsible for a meeting program has that program ready on the date assigned.

In cooperation with the music committee the program committee arranges for such incidental entertainment as may be necessary to make the program

for a particular day interesting and well balanced.

The work of the program committee affects the welfare of the club at many points—interest, attendance, developing members, etc. Each club meeting should provide both the relaxation and the inspiration which members need in these busy and exacting days. "The Program Committee of the Rotary Club" is the title of Pamphlet No. 15, some of the sections of which describe the elements of a good program, how to handle controversial topics, program sources in the average community, and how to put on good programs. The club secretary may secure copies of this pamphlet for the committee gratis, if he does not already have them on hand.

For the assistance of this committee Rotary International prepares a number of suggestions based on successful programs in Rotary clubs, and on addresses and articles in the various fields in which Rotary clubs take an active part. This material may be obtained by addressing the secretariat of Rotary International.

## THE MUSIC COMMITTEE

The music committee cooperates with the program committee in providing music and entertainment features which will serve to maintain balance in each club program.

The music committee may consist merely of the song leader and the ac-

companist, if the latter is a member of the club, or of a chairman and several members, if the club be large enough to warrant.

Members who play some instrument as a hobby may be called on occasionally to participate in the program.