

with Rotary literature. It is not necessary that he read it all, but familiarity with the contents of certain manuals and pamphlets and a knowledge of where to find information when it is needed are essential to intelligent leadership.

The Manual of Information for the Rotary Club President (this pamphlet), the Suggestions for Rotary Club Committees (No. 20), the constitution and by-laws of R.I. and of his own club are minimum reading requirements. The constitution and by-laws of R.I., the standard club constitution, and the recommended club by-laws will be found in the "Manual of Procedure" (pamphlet No. 35) which contains also a useful compilation of policies and procedures established by convention action or by the board of directors of R.I. Of similar importance are the following pamphlets, for reasons that are obvious: No. 3, "The Rotary Program"; No. 17, "Membership and Classifications in Rotary"; No. 38, "Getting Acquainted with Rotary."

Other useful pamphlets are: No. 15, "The Program Committee of the Rotary Club"; No. 251, "The Program Worksheet"; No. 14, "Rotary Publicity"; No. 52, "Welcome to Rotary"; No. 33, "Standards of Correct Business and Professional Practice"; No. 16, "Youth Service by Rotary Clubs"; No. 18, "Boys Work by Rotary Clubs"; No. 40, "Crippled Children Work by Rotary Clubs" and "What Can We Do in National Service?" The latest editions of all of these pamphlets should be found in the files of the club.\*

### **Committee Appointments**

One of the most important parts of the president's preparation for his administration is the appointment of committees. In this he may find help from the outgoing president. By all means

\*Note: A binder containing all of the standard pamphlets published by R.I. should be turned over to the president elect by his predecessor. Still another binder should be in possession of the club secretary. If for any reason the binder is not available, another binder and complete set of pamphlets can be obtained from the secretariat for \$2.00.

he should carefully study the "Suggestions for Rotary Club Committees" which the secretariat sends him. For the president's convenience, this pamphlet is arranged in loose leaf form so that definite suggestions for committee activity can be handed to each committee chairman. By becoming familiar with these suggestions and by distributing the separate sections to the chairmen when he makes the appointments he will do much toward insuring an intelligent and effective operation of the committees. Since most of the club's accomplishments, other than its regular meetings, depend on the functioning of its committees, this part of the president's preparation for his year cannot be too strongly emphasized.

### **International Convention**

The president elect who finds it possible to attend the international convention will there get further help in preparing for his approaching responsibilities. Opportunities to confer with other club presidents, with international officers, and with members of the secretariat staff; to study the exhibits of program and activities plans; to discuss boys work, or program planning, or vocational service, or international service, or community service, or other subjects on which he may be hazy; and, beyond all else, to sense the size and strength, the ideals and international character of the Rotary movement—these are advantages which will enable the new president to serve his club and his community with utmost enthusiasm.

### **District Assembly**

A final factor in the president's preparation is the district assembly at which the president should be accompanied by the club secretary and if possible by the chairmen of the club committees. Here the new district governor, fresh from his stimulating experience at the international assembly and the convention, will confer with club officers concerning those problems of administration and program which will be most helpful to them.