

## Club Committees

Subject to the approval of the board, the president appoints all committees. He is chairman of the aims and objects committee and ex-officio member of all committees. These relationships make it possible for the president to keep in close touch with all phases of the club program and to maintain active and well-balanced progress.

As the chairmen of the club, vocational, community, and international service committees automatically become members of the aims and objects committee, the president should be especially careful in making these appointments. Subject to board approval, the aims and objects committee prepares the year's program for the club and coordinates the activities of the four principal service committees. The president will find Pamphlet No. 3, "The Rotary Program," helpful in this connection and should be familiar with it before he makes these appointments. "Suggestions for Rotary Club Committees" (No. 20) will also be useful.

In general, those members should be selected as committee chairmen who have demonstrated interest and ability in the work they are assigned to do. As committee members there may be appointed, perhaps in consultation with the chairman, men who lack experience, but who have an interest in a particular phase of the club program and who are willing to help and will develop as they work. See Pamphlet No. 3, "The Rotary Program," for a description of possible sub-committees and their functions.

## The Club Assembly

The club assembly is a forum with the club president as leader. Its members are the club officers and directors and the chairmen of all club committees. A meeting of the club assembly early in the club year and other meetings at regular intervals during the year will help the president to keep all activities in balance and will stimulate the committees to greater effort. Plans for holding club assemblies are described in "Suggestions for Rotary Club Committees" (No. 20).

## The Board of Directors

The board of directors, of which the president is the presiding officer, is the governing body of the club. Regular meetings of the board, at least once a month, are necessary even in the smallest clubs. It is the president's privilege, if not his duty, to stimulate and to guide the board. General policies, financial matters, and other business details should be handled by the board on behalf of the club, thus saving time in club meetings for those things which further the program. Occasional reports to the club, either at a regular meeting, or through the club bulletin, may be advisable, but only rarely is it necessary to transact business in a club meeting.

The first official meeting of the board should be called promptly at the beginning of the club year. At this meeting the president should: (1) submit his committee appointments for approval; (2) request the board to designate the bank where club funds are to be deposited; (3) get the board to indicate the amount of bonds (if any) on officers who handle club funds; (4) receive from the outgoing administration a complete audit of club funds, so that the new board may know the club's financial status; (5) secure the consideration of probable financial needs and the preparation of a budget; (6) get a board decision on the time and place of regular meetings and any special meetings that are to be held; (7) consider with the board any proposals which the aims and objects committee may have drafted.

At a meeting of the board early in the club year, the board should carefully consider a form called "Annual Review of Club Administration and Activities" which the district governor will send to the club before his official visit. This form is designed to help Rotary club officers to review the condition of their respective clubs by comparing their own practices or trends