

with the "Characteristics of a Good Rotary Club." This review, made previous to the official visit of the district governor will be helpful to club officers and district governor alike, when the latter visits the club. See further explanation of The Annual Review on page 14.

Meetings of the board and of the committees are of sufficient importance to merit careful planning. Usually they should be held when ample time can

be had for an exchange of ideas and constructive consideration of activities. Evening meetings are desirable, because decisions can be reached after thoughtful discussion.

The president who succeeds in getting the board and committees to meet regularly and to hold meetings long enough for serious planning will do much for the success of his own administration and will turn over to his successor a strong and efficient club.

## The President's Relationship to Club Meetings

One of Rotary's unique characteristics is that member clubs by their action in convention, are required to hold meetings weekly. Another characteristic is the requirement that Rotarians shall be regular in attendance (see standard club constitution, Article IV, Section 7). Therefore the weekly meeting of a Rotary club becomes a very important and significant factor in the furtherance of the Rotary program. In consequence the president will wish to devote careful thought and continuous attention to the weekly meeting.

This attention should include the program committee and its important function of carrying out the details of the general plan evolved by the aims and objects committee. Various plans for organizing a program committee have been tried. Some clubs have a committee whose chairman functions throughout the year but who assigns special responsibilities for one month or three months at a time to committee members. Occasionally individual members are assigned responsibility for one meeting a year or oftener if the club is small.

### Program Planning

To carry out a diversified and yet coordinated program, one in which all phases of Rotary's objectives are represented, requires first, thoughtful planning by the aims and objects committee; second, cooperation by members of the aims and objects committee in helping to arrange for programs in their respec-

tive fields of Rotary service; and third, conscientious attention by the program committee to its function of translating the general plans into actual programs at club meetings. As chairman of the aims and objects committee and member ex-officio of all other committees, the president has opportunity to follow through on this process. His interest in making the meeting successful should prompt him to do so.

While variety is desirable and usually can be obtained, it may be necessary at times to have two or more successive programs on subjects in one area of interest. Some aspects of Rotary service may seem difficult to develop for more than a few meetings a year. However, conscientious attention to the subject by the respective committees will result in discovering the desired number.

### Presiding at Weekly Meetings

On 52 occasions during the Rotary year it is the president's duty to preside at meetings of his club (see recommended club by-laws, Article III, Section 1). This function offers the president the greatest opportunity to make his personal contribution to the club. No other phase of the president's obligation is so exacting. Nothing else requires such careful preparation and thoughtful planning.

A regular club meeting consists of three distinct periods. The first might be called the fellowship period when