

members enjoy each other's company during the luncheon or dinner. Arrangements for serving the meal should be such that it will be neither hurried nor delayed and that the service is unobtrusive. During this period (25 or 30 minutes) no business or entertainment should interfere with friendly intercourse between members and guests around the table.

The second period is "the president's time," and will be discussed more fully later.

The third period consists of the address or other feature which makes up the day's program. From 20 to 30 minutes without interruption should be allowed for this period. It is not considerate to ask any speaker to prepare an address and then not provide adequate and uninterrupted time for its presentation. In his introduction of the speaker the president should not talk long, but he should say enough to let the club know who the speaker is, to make the speaker feel he is welcome, to state the topic, and to indicate how it harmonizes with some part of the Rotary program. A brief acknowledgment by the president or some club member at the conclusion of the address is a deserved courtesy which also results in an orderly adjournment.

### **The "President's Time"**

The president's responsibilities in connection with the first and third periods will be relatively simple at the time of the meeting if the program committee and others responsible have functioned properly. But the second period, the "president's time," requires careful planning in advance and undivided attention during the ten or twenty minutes it may take. The skillful use of this period will give a sparkle to club meetings which will help to maintain good attendance and tend to solve other problems of administration.

Club singing is an important feature of this period. (There may be also a song to open or close the program.) While the song leader will choose the songs, the president may make sugges-

tions and will decide what time can be devoted to singing in view of other items on the program.

Club presidents should devote five minutes of each club meeting as frequently as possible to some form of Rotary information based upon material available at the central office.

The introduction of visiting Rotarians and of guests may be done in various ways, but as the person best qualified to speak for the whole club, the president should express a welcome after the introductions have been made. Instead of a routine formula for this welcome something should be said which is appropriate to the season or to the day's program or to the visitors themselves. Variety will add interest to club members and will be a courtesy appreciated by the visitors. Whatever is said should express cordiality.

Occasionally it may be necessary to present some item of business. Also there will be certain desirable announcements. These come during the "president's time," and he should either present the business and make the announcements or select those who are to do so and make certain that they keep within the time allotted for this item.

Newly elected members should be introduced during the "president's time." The introduction by the sponsor should be brief and friendly. The president is the logical person to welcome the new member to the fellowship of the club. This is not the time for the new member to be informed about Rotary. However, new members should be helped to obtain Rotary information early in their club experience by attending club committee meetings, board meetings, club assemblies, and special meetings planned for the particular purpose of disseminating Rotary information.

During this period the president should extend congratulations on birthdays and on honors that have come to members. He should also express sympathy for those who are ill or in sorrow. Through these personal references the president may contribute greatly to the atmosphere of the meeting and to friendliness among members.