

Occasionally this period may include some unusual feature such as special music, a three or four-minute playlet, or a brief statement about some committee accomplishment or some interesting item about Rotary world wide. Features like these must be prepared with great care and rehearsed so as not to exceed the allotted time.

### **Summary**

The weekly meeting of a Rotary club

is its most important event. To make productive use of this meeting, the president should be punctual, making and keeping to a schedule; he should maintain good order, both by his attitude and by making himself heard; he should give his best thought to the important second period. These things will take devotion and study and patience, but they will pay richly in results and in satisfaction.

## **The President's Relationship to the District Governor**

The district governor is one of the officers of R.I. Under the general supervision of R.I. the district governor has direct supervision of the clubs in his district. He is a man of considerable Rotary experience. He attends the international assembly and convention prior to taking office in order further to prepare himself for his duties. He is able, therefore, to be a helpful leader and adviser, which is his function. The club president may find his relationship with the district governor stimulating from the standpoint of his Rotary duties and also delightful in personal friendship.

In all his relationships with the district governor the club president should think of the governor as one whose function and purpose are to cooperate with the president in building and maintaining a strong Rotary club.

### **Governor's Official Visit**

Some of the president's contacts with the district governor have already been mentioned, such as the district conference, district assembly, and the assistance given in organizing new Rotary clubs. One more important contact deserves consideration here. It is the governor's official visit to the club. This is arranged by correspondence or at the district assembly, and whenever possible occurs on the club's regular meeting day. The president should remember, however, that the governor has many clubs to visit; that like club officers, the governor is giving freely of his time and energy to perform this service and that

it may be necessary for him to ask the club to make some adjustment to accommodate him even at some inconvenience.

If it is possible to hold the club assembly during the evening preceding the club meeting there will be greater opportunity for the discussion of committee reports and for committee chairmen to bring up subjects on which they wish help.

The official visit consists of a conference with the president and the secretary (or separate conferences with each); a meeting with the club assembly (officers, directors, committee chairmen); and a meeting with the whole club, at which the governor makes the address.

The district governor makes an official visit not as an investigator but as a friendly counselor. If the president will make advance preparation for the visit and cooperate with the governor when he comes, the club will benefit as a result.

### **Advance Preparation**

As advance preparation the president should see that each committee meets to prepare a complete report of its plans, accomplishments to date, frequency and character of committee meetings, etc. Holding these meetings and preparing these reports, copies of which are furnished to the district governor, will contribute to advancing the work of the club as well as aid the governor on the occasion of his visit. Chairmen who have thus carefully