

## 6. First Meeting of Board of Directors

There is need to obtain the agreement of all at the outset to hold regular (at least monthly) meetings of the board,

so as to guide and govern the club well. The president must plan each meeting. See page 10.

## 7. Club Meetings

The president presides. The weekly meeting is probably the most important single factor in carrying out the Rotary program. For this reason the president

should give careful thought to his responsibility for the meeting. See pages 11, 12.

## 8. District Assembly

This is a business meeting for presidents and secretaries,—broadening, stimulating. This is where each club “gears” in with the others in the district. At-

tendance essential. (It is also desirable for committee chairmen to attend.) See page 7.

## 9. Club Assembly

This important group consisting of club officers, directors and committee chairmen should meet early in the club year and regularly thereafter. For a descrip-

tion of its function see page 10 of this pamphlet and also “Suggestions for Rotary Club Committees” (pamphlet No. 20).

## 10. Filling Unfilled Classifications

To avoid the error often committed, the president should see that the classifications committee gets down to serious work at once. This is the best way to

discover and take advantage of every opportunity for building an even stronger and more alert club.

## 11. Using Rotary Periodicals

Official notices and much useful information are sent to club presidents through the R. I. News Letter, the

governor's monthly letter, “The Rotarian” and “Revista Rotaria.” See suggested uses mentioned on page 8.

## September to December

## 12. Review of Club Administration and Activities.

Check up on committees. Prior to his official visit the district governor will send to the club two copies of the “Annual Review of Club Administration

and Activities.” The careful preparation of this review will be helpful to club officers. See page 14.