



The R.I. Secretariat serves as a clearing house for information which may be useful to Rotary clubs. This file and many others are prepared from various sources of information. Suggestions are appreciated.

FILE 117 A

MR. PRESIDENT

ABOUT THAT JOB OF YOURS!

A few suggestions by Hal A. McNutt, past president
of the Rotary Club of Stillwater, Oklahoma, and
past governor of the 124th Rotary district.

A Rotary club is good or bad and
the president is a success or a
failure just as the club's meet-
ings are good or bad.

QUALITIES OF A GOOD PRESIDING OFFICER

Be "in command" of the entire meeting.
It is your responsibility. Be sure
you know where you are going; then
be sure to arrive.

Speak audibly so that all in the room
can hear you. Keep your head up
and always face the audience. Don't
be reading notes with your chin on
your chest as you talk.

Be brief and to the point. It saves
time and is more business-like.

THINGS TO CHECK BEFORE THE MEETING

Well before the meeting check to see
that everything is ready in connec-
tion with program, entertainment,
arrangements.

Have a "reserve" program always at
hand, just in case it becomes nec-
essary to provide one at the last
minute.

Watch to see that meeting place is
clean, attractive, easy to get to,
well arranged, light and airy, com-
pact but comfortable.

Have an ante-room for hats and coats
with a place for club members to
greet each other and chat a little
before the meeting time.

Be sure to greet visitors as they ar-
rive.

Adopt the "pay as you enter" plan in
your club, and avoid passing a plate
during the luncheon to collect the
price.

CONDUCT OF THE WEEKLY MEETING (A suggested order of events)

Begin promptly. Sound gong a minute
before time to open the meeting,
giving those present a chance to
get to places around the tables.

Open with (1) the national anthem or
(2) pledge to the flag, or (3) read-
ing of the four objects of Rotary in
unison. Change around for variety.

Remain standing for the invocation.
Call on different club members for
the invocation each week.