

**THE FUTURE OF ROTARY
IS IN YOUR HANDS**



BOARD MEETINGS

- Establish a set meeting time and place for the entire year.
- Distribute meeting agendas a day or so prior to each meeting.
- Start board meetings on time.
- Faithfully attend, and be completely prepared for board meetings.
- Speak precisely and briefly at board meetings.
- Keep board meetings open to club members as much as possible.
- Consider secret balloting within the board to decide sensitive issues.
- Distribute concise board minutes to all club members in a very timely manner.
- After a board meeting, inform the club web master & club bulletin editor about information that needs to be updated on the web site and published in the bulletin.

BE A GREAT BOARD MEMBER !!

- Communicate often and accurately with each other and with club members.
- Be a prominent part of formulating, publishing & implementing club goals.
- Thoroughly know the scope of, and the area of your responsibility.
- Be reliable – Follow up on what you said you would do.
- Cultivate high level of trust and low level of conflict.
- Create or maintain a “Culture of Fun” for your Rotary Club.
- Consider a “Board Retreat” away from the Rotary Club Meeting place.
- Understand the club yearly budget – have monthly financial updates.
- Understand the relationship between your Rotary Club Board and your Rotary Club Foundation Board.
- Understand the risks/rewards of current and proposed activities/events.
- Be willing to try different activities/events.
- Actively collaborate with neighboring Rotary Clubs & community leaders on activities/events.
- Minimize club “committee as a whole” meetings – stifles Rotary education.
- Schedule a “Visioning Process” presentation for your Rotary Club.

OUTSTANDING RESOURCES

<http://www.rotary6400.org/programs/clubservic.html>
<http://www.rotary6400.org/programs/communityservice.html>
<http://www.rotary6400.org/programs/internationalservice.html>
<http://www.rotary6400.org/programs/vocationalservice.html>
<http://managementhelp.org/boards/boards.htm#anchor337741>