

Comments on the Club Leadership Plan

1. If you've not done so, get in touch with a district Vision statement facilitator and schedule a session to develop a club plan.
2. Develop a method for determining annual goals; this should involve all members and should be reviewed yearly. A good place to start is to ask all committees to develop annual goals. You might find the Planning Guide for Effective Rotary Clubs useful.
3. Designate some time each quarter or more often for club assemblies in which you solicit input from the club members on any and all topics. Ask for suggestions for improvement in areas of annoyance to members.
4. Ask how information regarding what committees are doing and what questions the board is considering is going to be disseminated to the membership at large. How do members who do not regularly use the internet get information? How do new members get and understand information? Who in the club is involved on a district level? How do members get training for taking over committees? For working on committees?
5. If you are a large club, do you have enough committees that everyone is on a working, active committee? The words, "Someone should be assigned to look into that," should trigger the formation of a new committee with new faces on it. How do committees coordinate their work?
6. Have some social events during the year. Remember that newer members may not have the funds to attend all of them. Remember also that new enthusiastic members probably have other charities they work for.
7. What avenues do we have for newer members to voice an opinion? How can older members voice an opinion or lodge a complaint? Try fitting committees to members' interests, rather than fitting members to committees.
8. Don't wait for members to volunteer – ask them to help in an area that interests them. Try having a weekly meeting be a hands-on project rather than a passive program.
9. Does every committee have at least one relatively new member, one older, and one who is the head? Do you have a chair-elect for each committee who can be trained by the chair for the following year? Do you put people in positions of leadership they have never occupied before? How many people head committees who have never been on them before? Provide continuity from year to year, and training for all those on the committee.
10. Bylaws are a snapshot of your club's structure. They do not contain procedures for doing things or policies about what may be done. For example, all committees need not be listed in your by laws, however, there should be a provision in them stating that committees may be created by the president and the board as needed.
11. From personal experience I have found that asking busy club committee chairs to write a report for board meetings is unproductive. I would suggest that you request short, to the point oral reports from each committee head at the monthly board meetings, with the board secretary keeping careful notes. If the committee heads listen to each other, cross pollination may take effect resulting in better committees and better activities. Communication will be enhanced.

12. Club boards should be relatively free from committee heads if possible. Members of boards are to make informed decisions regarding club policies, based on input from the committee heads and other parties. If, as is the case often in smaller clubs, committee heads are also on the board, the heads should probably abstain from voting if the result will affect their committees.