



CLUB MEETINGS

A good Club meeting is the result of careful planning and enthusiastic leadership. It is the most effective means of promoting Club goals. And it provides fellowship and an interesting program.

The President, the Program Committee and the Fellowship Committee should work together to make each Club meeting successful.

The Agenda is the Key

A preplanned agenda helps keep the meeting moving. It assures members that the President has given thought to each meeting and prevents overlooking anything. The agenda should be given to the Secretary-Treasurer after each meeting to help with record keeping.

MODEL CLUB MEETING AGENDA

- 0:00 Call to order by presiding officer
- 0:01 Invocation and pledge or toast
- 0:02 Meal Service
- 0:22 Introduction of guests
- 0:25 Induction and/or introduction of new members
- 0:28 Recognition of members with birthdays
- 0:30 Reading of new member proposals
- 0:35 Special Committee announcements
- 0:42 Introduction of guest speaker or program
- 0:43 Speaker
- 1:08 Thanks or response to speaker
- 1:10 Announcement of next meeting's program
- 1:11 Drawing for door prize
- 1:12 Unison reading of The Optimist Creed
- 1:15 Adjournment

TIPS FOR DEVELOPING AN AGENDA

1. Call to Order: Start the meeting on time.
2. Invocation: Often given by a minister, but any member is equally appropriate. This is followed by the Pledge to the flag or appropriate toast, and singing of the National Anthem.
3. Meal Service: This time may also be used for free discussion and fellowship.
4. Introduction of Guests: Information for this should be obtained by the Fellowship Committee and furnished to the President. The President may call upon members to introduce their guests. Attendance blanks should be given to all members and visitors. Guests should be welcomed at the door and asked to sign the guest register.
5. Induction and/or Introduction of New Members: A new member enjoys being recognized at the first few meetings. This is also the time to induct new member. See the "New Member Induction" section.
6. Recognition of Members with Birthdays: Everyone likes to be wished a happy birthday. Some Clubs sing a birthday greeting for their members. This time could also be used to recognize members' wedding anniversaries or other significant events.
7. Reading of New Member Proposals: This acquaints all members with the names of those being considered for membership and complies with the procedure outlined in Article IV of the Standard Club Bylaws.
8. Committee Announcements: Announcements must be brief. Prior to the meeting, Committee Chairs who desire to make announcements should ask the President for time. No business of any kind should be entertained by the Chair. If such occurs, it should immediately be referred to a Committee or the Board.
9. Introduction of Speaker or Program: This item is the responsibility of the Program Committee. Introductions are not speeches. Be brief and show familiarity with the speaker and the subject.
10. Speaker's Address or Program: Attentiveness and quiet should prevail throughout this portion of the meeting. All movement should be restrained. Nothing is more disturbing to a speaker than having someone walking around the room or carrying on conversations while they are trying to speak. Be respectful of the person who has given their time to come to your Club meeting.
11. The Response: This should be brief. Arrange to have different members rise at each meeting and thank the speaker.
12. Announcement of Next Meeting's Program: The Program Committee member should promote the speaker or program to be featured at the next meeting.
13. Drawing for Door Prize: Having the drawing at this point on the agenda encourages members to remain for the program. Members could take turns bringing the door prize; some item representative of the donor's business is appropriate. Some Clubs use a 50/50 drawing in lieu of a door prize.
14. The Optimist Creed: Do not overlook the potential impact of the Creed.
15. Adjournment: On time!

Club Meeting Attendance

Attendance and guests can be determined easily by using Attendance Blanks (available at www.optimist.org). The Fellowship Committee Chair might have the blanks completed as members and guests arrive, then give them to the President to use for introduction of guests.

Club Meeting Minutes

Actual minutes of Club meetings are necessary only when official business is conducted (usually limited to election of officers, amendment of Bylaws or approval of fund raising methods). Ordinarily, the President's agenda can become an informal record of Club meetings.