

District Assembly Discussion Questions

When considering these questions, talk to outgoing and incoming club leaders to compare ideas.

What are the responsibilities of the club administration committee, and what are your responsibilities as chair?

How will your committee support the club's strategic plan?

What type of activities will you plan to foster fellowship among club members?

How can you keep club programs interesting and relevant?

What is your plan for communicating with club members? What type of media will work best for your club?

How can you help committee members do their job?

[illegible]

Worksheet 2: Goals

Use this worksheet to draft a long-range goal and annual goals for three years to reach the long-range goal. Ensure that your goals are:

Shared. Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it.

Measurable. A goal should provide a tangible point to pursue.

Challenging. A goal should be ambitious enough to go beyond what your club has accomplished in the past.

Achievable. Rotarians should be able to accomplish the goal with the resources available.

Time specific. A goal should have a deadline or timeline.

Long-range goal (goal for your club three years from now)

Year 1 annual goal

Year 2 annual goal

Year 3 annual goal

Worksheet 3: Action Plan

In the space below, write one annual goal from your goals worksheet. Then determine the action steps that need to be taken to meet this goal.

Annual goal

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

Resources needed

Worksheet 4: Club Administration Committee Case Studies

Read the case study below and answer the questions. Create a plan using the case study action plan on page 21.

Case Study 1

The Rotary Club of Willabee has 45 active members. Recently, attendance at weekly meetings has dropped significantly. You've heard several members complain that the weekly programs are boring. As chair of the club administration committee, you are concerned.

What do you do to make the weekly meetings more interesting and engaging for your club members?

Case Study 2

Your club conducted a survey recently and learned that members do not feel they know what to expect at each weekly meeting. They are also confused about current club projects.

How can you work to communicate more effectively to club members?

Case Study 3

Your committee members have conflicting opinions about your club's weekly meeting programs.

As chair, how can you demonstrate leadership and bring committee members together to find a solution?

Case Study 4

You have noticed cliques forming in your club. You want your club to be welcoming to new members and guests.

What are some ways to promote fellowship among members?

Case Study Action Plan

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

What did you learn that you can apply to your club?

Resources needed

Worksheet 5: Problem-Solving Guide

Use the Planning Guide for Effective Rotary Clubs and the goals worksheet from session 2 to develop your problem-solving guide. Analyze your club's goals, and think about potential challenges to achieving them. Then, offer solutions to these challenges.

	Goal	Potential Challenge	What resources are available?
Administration			
Membership			
Public Relations			
Service Projects			
Rotary Foundation			
Other			