

District Assembly Discussion Questions

Consider the following discussion questions before your district assembly.

Public Speaking Session

How do you prepare for a presentation?

What tips do you have for public speaking?

Leadership Session

What skills are needed to lead your club?

What leadership skills do you need to improve?

How will you work to improve these skills?

Case Study Exercise Session

What procedures should a club have in place to strengthen its administration, membership, service projects, public relations, and Rotary Foundation efforts?

Finalizing Club Goals and Problem Solving Session

What are your clubs goals for the coming year?

What challenges will your club face for achieving these goals?

What strategies will you use to address those challenges?

Worksheet 1: Public Speaking

You have been asked, by a local school, to speak to the students about what Rotary does in the community. Draft your remarks using the space below. Think about the public speaking skills discussed in the session when preparing your presentation.

Next, group members should deliver their remarks and receive feedback from others in the group. Use the following questions as a guide for providing feedback to each other. If time allows, the small groups can report observations to the larger group.

Statement:

[illegible]

Feedback

Did the statement give you the information necessary?

Describe the quality of the presenter's voice. Did the presenter vary his/her tone? Was the statement presented in a clear manner?

Did the presenter seem knowledgeable about the subject?

To what extent were notes used for this statement?

Did the presenter seem relaxed and confident? What were the signs?

Was the presenter's pace appropriate? Did the presenter stay within the allotted time?

What other observations or tips can you provide the presenter?

The image shows a page from a notebook or a template. At the top, there is a purple header bar with a yellow wavy border. On the left side of the header is a circular logo featuring a gear and a cross. To the right of the logo, the word "Notes" is written in a white, sans-serif font. The main body of the page is covered by a light gray grid pattern.

Worksheet 3: Leadership

List characteristics of effective leaders below.

In the boxes below, list four leadership characteristics you need to improve, then describe how you will improve each characteristic.

<p>Characteristic: _____</p> <p>I will improve this by:</p>	<p>Characteristic: _____</p> <p>I will improve this by:</p>
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Worksheet 5: President-elect Case Studies

Read the case studies below and answer the questions. Use the case study action plan worksheet on page 111 to create your own plan.

Case Study 1

John is the incoming club president of a small Rotary club. The club hosts an annual barbecue to support a local homeless shelter. He would like to ask Sandy, a club member, to manage the food for the barbecue for the first time. Sandy has been involved in the club for several years and usually is very receptive when asked to help. She owns her own marketing business and has many good contacts within the community. The first time John asked Sandy for her help was through the following email:

Hey Sandy,

Since your business is slow, can you arrange all the food for our annual barbecue?

It will be for about 500 people. Can you also arrange all of the tents, chairs, garbage cans, etc.? Many thanks!

Yours in Rotary,

John

John was surprised when Sandy said she could not help him with the event. What could John have done differently to effectively delegate these tasks to Sandy?

Case Study 2

At the start of your year as club president, you notice that attendance at club meetings is low. You have overheard members say that attending meetings feels like a burden and that the club's projects and activities are not inspiring. You have thought about changing the club's meeting times, but you are not sure how members will react.

Why is attendance low?

How will you find out what the club members want?

What will you do to help inspire your club members to be active members of the club?

Case Study 3

In your club, the new president-elect traditionally gives a short introductory speech. Read the following speech.

“Hi, everyone. Um, what? Can you hear me now? I guess I should have prepared. Sorry. I’m nervous. Uh, so you all know me. There really isn’t much to say. So, uh, I’m Richard and, uh, I guess, uh, I have been a member of the club for uh, four years — no, wait — five years. I have helped, um, with a lot of stuff with the club, as you know. A lot of different projects. So, we’re going to have a good year and, um, I look forward to being your president. Thank you. So, do you have any questions?”

How could Richard have approached his presentation differently?

Case Study 4

Your predecessor developed the following club goals during his tenure:

- Increase club membership by 50 percent**
- Develop five new club projects**
- Host three fundraisers for the PolioPlus program**
- Sponsor a new Interact club**

You think that these goals seem unrealistic and unattainable. Now you have to set the club's annual goals, and you want to make sure they are realistic.

List three goals for your year as president.

How will you get input from the members in your club?

What measures will you develop to ensure you are on track with your goals throughout the year?

How will you decide which goals to continue and which goals to phase out?

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?

Worksheet 6: 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			