CLUB MEETINGS

Some Clubs hold only one meeting a month, whilst the majority holds two. Again some Clubs have meals at both meeting, whilst there are also supper Clubs. Some Clubs hold just meetings with no food served at all. These decisions are made by Club members.

It is very wise for each Club to appoint a greeter. This is the first person a guest to your Club will meet so it is very important that this member is very approachable and friendly. Likewise when introducing a guest make sure you have the right information, and do not sit them on their own. At the end of your meeting make sure you thank your guest and visitors for attending.

Club meetings should start and finish on time.

An agenda for the meeting should be prepared and adhered to.

Board recommendations should be presented to the members of the Club for verification or rejection. Club members should be given the time and opportunity to speak on any matters important to them.

The Club Tail Twister is one member that can create mirth in a Club and is of great value.

A way of learning is for Clubs to visit near by Lions Clubs - not necessarily in the same District.

Also make sure a good social calendar is active in your Club.

High on the agenda should be the desire to make all Club meetings interesting, and fun.
BRISBANE MERL SEMINAR 1<sup>ST</sup> – 3<sup>rd</sup> February 2008

**Meeting Process**

Each Club usually holds two different types of meetings. Board Meetings and Dinner meetings. Some Clubs do not hold Board meeting because of the small amount of members. Other reasons that have been given for no Board meetings are that members do not want to hold them. (Clubs should however be aware of their constitutional requirements in this regard)

**Board Meetings**

These are usually held separately to dinner meetings but there are exceptions.

They are attended mainly by the Club office bearers that include President, Secretary, Treasurer, Vice Presidents and Membership Chairman. Lion Members are permitted to attend if they so wish.

The meeting has an agenda and is prepared by the President of the Club. Items discussed are correspondence and progressive reports on projects and any item of interest to the Club. Club fees and in house rules can also be added to or deleted. Discussions on personal issues can also be discussed.

To keep the meeting running smoothly, make sure idle chit chat is at a minimum; all reports to be in writing and handed in before the meeting, so copies can be made.

Most importantly, a starting and finishing time has been made aware to members, and that it is adhered to.

Board meetings are held so that the bulk of Club business has been discussed and is then brought to the Dinner meeting for verification or rejection. This frees up the Dinner meeting to allow time to be given for guest speakers

Another very important point is to keep a good atmosphere about the meeting, with no one member doing all the decision making. Give each member equal time to speak if they so desire.

If any discussions are put on bold, record this with a future date also recorded for future discussions.
MEETING PROCEDURE

A successful meeting takes place when the venue has been chosen wisely.

Hold the meeting at a venue in which the members can get to easily. If in the city, make sure public transport is within walking distance.

The room where the meeting is to be held, make sure is has natural light, and is of good size so folks can move comfortably around.

If extra furniture is needed - lectern or small table etc. have these articles also in the room.

Lion’s furnishings - Flag set, Leonie, Club Charter, photo of the Queen, banners - have an area to put or hang these articles along with any Club awards.

An affordable venue is essential, and try to negotiate with the owners of the building a set fee for a set period of time.

It would also be wise to see if the venue has easy access into and emergency exits.

Most importantly take this information to a meeting so that members know and understand the discussions so that they can vote on the matter.

In setting up the room for a meeting, it is not mandatory to have a "head table". For instance the Flag set Leonie, etc. can be displayed on a table placed to the side of the sitting members.

However when a guest is present, make sure he/she has a Lion member with them at all times. A "welcoming" drink should be offered to him/her on arrival. Essential to make them feel comfortable.