**Conducting an Effective and Engaging Meeting**

**Start and end on time**

**Be certain that the environment is comfortable for all attending**

**Follow a well-planned Agenda sent out in advance**

**Any program/speaker should be informative and concise**

**Follow a set of rules of conduct i.e.: Robert’s Rules of Order**

**Keep members on topic and timely**

**Allow only one speaker at a time**

**Insist on courtesy and respect always**

**Allow for flexibility in time when dealing with complex matters**

**Thank the members at the end of the meeting for their diligence**

**Club Meeting Programs**

Most general meetings feature a program for the benefit of the members. Here are some places to find good programs:

Local community leaders Local business people Recipients of club service Cultural organizations Organizations that help the disabled District committee chairpersons

Have a few programs ready in case of last minute cancellation. For example:

Present International Program video and discuss how your club is contributing Hold a membership recruitment “summit” and brainstorm creative way to recruit new members Have a list of members who can present on a variety of topics

**Sample Agendas**

**Club Meeting**

1. Call to order by President 2. (Optional) National anthem or other patriotic song or ceremony 3. (Optional) Invocation or other nonsectarian religious blessing 4. (Optional) Singing of a Lions song 5. Roll call 6. Introduction of guests 7. The meal 8. Program (guest speaker, entertainment. etc.) may either precede or follow the business portion 9. Business portion 10. Reading of minutes of previous meeting 11. Reports of officers and committees 12. Announcements and communications 13. Old or unfinished business 14. New business 15. Adjournment

**Directors Meeting**

1. Call to order by President 2. Roll call 3. Remarks by President. Vice Presidents 4. Reading and approval of minutes of previous meeting 5. Reading of communications 6. Reports of officers and committee chairs 7. Old or unfinished business 8. New business 9. Adjournment

All meetings should have agreed upon procedure for conducting business, i.e.: Robert’s Rules of Order. Having procedures makes the meeting fair for everyone and keeps the meeting moving.