



CHAIRMAN'S OFFICIAL VISIT

Purpose:

District Chairman is a friend and guide to monitor the performance and to support the activities of the club through inspiration and motivation. It is an opportunity for the club members to interact with the Chairman on a one-to-one basis as the Chairman is available exclusively for your club.

Chairman's Travel Plan:

- Be in touch with the Chairman sufficiently before the scheduled visit.
- Please ascertain from the Chairman of her arrival time, mode of travel and where to receive her.
- Enquire in advance the time and date of her next destinations.
- Home hospitality is preferable to make her feel at home. There should be enough comfort time to prepare notes and leisure time for herself.
- Food should be simple.

Programme:

- The Programme consists of Club Executive Meeting (Club Assembly). Club Executive Meeting is the forum where the Chairman has a one-to-one interaction with the Executive Committee Members.
- Project Visits
- Public Meeting (Regular Club Meeting)
- Inform the Chairman about programme before visit

Important documents to be kept ready:

A) By President:

Collar and pins, Files of the President with Circular from District Executives, Association, IIW and Other Clubs, Club Album and Media Coverage details, Blue and Green Book (Constitution and Association Bye- Laws)

B) Secretary:

Minutes Book of the Executive Committee Meeting, Minutes of General Body Meeting, Register of Members with posts held during the current year (if the register is being started this year, please include all the posts held as on date), Attendance Register, Original Charter, Membership Form File, Club History, Correspondence with District Executive, Different Clubs, Association and IIW if any.

C) Treasurer:





Club Accounts, Bank Pass Book and Charity Accounts, Receipts of District Dues and Souvenir Dues, Audited Balance Sheet of the previous year is very important, (This should be audited before the 15th of August), Receipt Book, Voucher Book and Ledger Book, All resolutions for opening / transferring bank accounts for appointing Auditors.

D) International Service Organiser:

File with Reports, List of Link Clubs, other Clubs in our District, Other Clubs, outside our District / Abroad, Competitions held.

Club Executive Meeting Programme format (Club Assembly):

- Inner Wheel Prayer
- Welcome Address by Club President.
- Files to be pursued by the District Chairman
- One-to-one Interaction
- Vote of Thanks

Visit Project Sites :

Select only a few important projects for the visit and the remaining can be mentioned during the Club Executive Meeting / Secretary's Report.

Fix the time as to when the Chairman will visit these Projects. Intimate the Chairman in advance the time and projects she will be visiting.

Agenda for Club Assembly/Public Meeting

Refer to the Format given on page no.129.

Remember:

- District Chairman is the only Chief Guest. Do not have any other speaker or VIP.
- The Chairman if accompanied by first gentleman of the District then he should be given seat in the first row and acknowledged at the meetings.
- Invite and involve the President and Secretary of the IW Clubs in your city.
- Invite Rotary President and Secretary.
- Prepare a detailed Agenda with time schedule to conduct the programme efficiently. Please be punctual and keep the time as in the Agenda.
- One of members in the Club can be chosen as an Aide to the Chairman during her official visit.





DIFFERENT EVENTS AT VARIOUS LEVELS

DISTRICT LEVEL

DISTRICT ASSEMBLY

District Assembly heralds a new year. It is time for assessment and preparation. It is the time for appraising and evaluating the year gone and time for setting new goals and reaching out to higher peaks. The outgoing Chairman and her team of office bearers are expected to attend the District Assembly essentially to be briefed about their respective duties. Hence proper orientation classes at every level are required. The Association President may be the Chief Guest.

DISTRICT RALLY

This is purely a "fun & frolic" event where no business is transacted. The sole purpose being to give an opportunity to members to meet each other, make new friends and display talent in a variety of fields. This is the time and occasion for homely and heart to heart exchanges. The entire District meet is conducted in an informal manner.

DISTRICT INTERCITY MEET / SEMINARS

Intercity Meetings are held to focus on special topics relevant to Inner Wheel. Guest speakers from specialized fields are invited to speak on important issues effecting society. Members also participate Debates, Skits and various Competitions.

DISTRICT CONFERENCE

The District Conference is an event promoting friendship and opportunities to develop relationship while strengthening the organization. It is the time of joy and jubilation when old friends embrace one another and new friendships take root. There are important business sessions. Appraisals about the half year completed are reported. Suggestions for improvements and activities are given. Elections for District Executives are conducted. Association President may be the Chief Guest.

INSTITUTE FOR INCOMING CLUB OFFICERS

What we think, we become





The Training Institute for Incoming Club Officers is an extremely important event organized by the incoming District Chairman. The main purpose is to provide training, relevant information, and to discuss the functioning of various officers in an interactive atmosphere. Senior and experienced members of Inner Wheel provide the Office bearers valuable inputs and advice to the various thrust areas for the year. Important training is also provided regarding Club functioning, bye-laws and voting procedure at all levels. The District Chairman also outlines her plans and expectation for the year.

ASSOCIATION LEVEL

TRIENNIAL CONFERENCE

Triennial Conference is held every three years. It is a ground for making new friend, new amendments to the Bye laws, and enjoying Inner Wheel fellowship Every Clubs is entitled to Vote and that can be used by proxy, in case the respective club members do not attend the Conference. Clubs with more than 51-100 members have one more vote and clubs with more than 100 has two additional votes. Clubs which have not paid the dues prior to one month before the Conference, are not entitled to vote.

- **Installation** of the incoming Association President along with the team is also a mega event of the association.

INTERNATIONAL LEVEL

IIW CONVENTION

IIW Convention is such a wonderful opportunity which is held every three years. The Inner Wheel Members travel to a different country and take part in the celebration of International Inner Wheel friendship and achievement. In the Business Session the Voting Delegates play an active role in the democratic decision making and future direction of the organization - Inner Wheel. The ideas and project works are shared to be inspire each other. Like-minded women from across the globe join hands to work towards some social project to create better lives of those less fortunate. It is chaired by the IIW President.





HOW TO ORGANISE EFFECTIVE MEETINGS, SEMINARS, EVENTS

Identify:

- Chairman
- Secretary
- Treasurer
- Coordinator
- Convener

Whom to choose:

- When you choose the Chairman and other Committee Members, consider the Members:
- Past experience
- Their adaptability with other members,
- Their capacity to work and get work done.

Identify the host:

- Meet hosted by a single club
- Group of Clubs

-Preliminary Meeting Set and fix:

- Date
- Time
- Venue

Prepare an expected budget-

- Income: Identify different resources to raise money i.e. Registration fees, fees from sponsors, raffle etc.
- Expenditure: Note down different heads for expenditure with expected amount to be spent, like hotel, catering, transportation, publicity etc.

Circulars or Mails:

- Plan how many circulars to be sent.
- To whom you will send.
- The address list should be ready.'
- Ideal to send at least two circulars - First circulars to be sent at least six weeks before the Meet. The second circular four weeks before the Meet. .
- Invitation should be in the hands of the invitee at least two weeks before the Meeting.

Chief Guest

- Find the availability of the Chief Guest
- Send a letter for inviting.
- Entrust a special aide to take care of the Chief Guest
- The Association President visits the District at least once either for the Conference or District Assembly. Since the President has to plan well in

What we think, we become





advance, you may have to fix the date as early as six months to a year in advance

Bio-data of the Chief Guest

- Get the Biodata and give it to the person who has to introduce well in advance.

Table Agenda

- Get copies of the Table Agenda Ready
- Timings can be noted
- Keep the Meeting to its scheduled time.
- Events such as Awards to be planned well - within time.

Master of Ceremonies

- Decide whether you need one
- MC to be briefed well

Seating on Dais

- Head Table seating - according to Protocol.
- Seating on the Dais - Provide space for movement.
- Get the Name cards ready.
- Mike arrangements-check quality and number of mikes Information to the Press
- Send the information to the Press
- See that the Meeting is included in the Today's .Engagements
- Column of the local Newspaper
- Inner Wheel activities need to be publicized
- A Press Meet can also be had prior to the Meeting.

Plan

- Venue decoration
- Bouquets & Flower arrangements
- Mementos
- Photographer
- Lamp, Oil, Wick & Match Box, Candle to light the Lamp Kolam and Transport arrangements for outstation Guests and others. Backdrop or Banner
- Plan your Backdrop or Banner
- Banners on the Road to identify the venue.

Food Sumptuous

- Breakfast, Tea & Lunch
- Note that the Success of a programme depends greatly on the food served.

Registration

- Registration Table: The Treasurer of the Meet has to have all the lists of clubs
- Reception Table: The Members to be welcomed with the tradition of flowers, Friendship Bands, Kum-Kum etc





TIPS TO MAKE CLUB INTERESTING

To make the meetings more interesting and building a team spirit a healthy club environment can be created by following the tips given below:

- Start meeting on time, "Felicitate the Early Bird", Call members with the first name.
- **Fellowship and Cultural Program:** Such programs foster friendship. They also help increase attendance.
- **Competitions** like traditional dress, dance, cooking, salad decoration, etc. and Games for club members.
- **Snacks** after the meeting by member/s whose birthdays fall in that month.
- **Demonstration and Talks** on interesting subjects.
- Celebration of various Days - Friendship Day, Inner Wheel Day, Charter Day, etc. and various festivals, **Lucky Draws** and **Games** at meetings, **Meeting at Member's Residence** by rotation, Picnic/s, Joint Meetings with Rotary and Rotaract Clubs, Colour Code for Dress at Meetings/Projects, **Theme parties, Punctuality Gifts, Circular at Home Address, Personal Calls.**
- **Awards** for Best Member, Best Project Director, 100% Attendance at General Body Meetings, Executive Meetings and projects, etc.
- **Suggestion Box** for members to enable them to give their valuable suggestions.
- **Link Activities and Exchange Programs** : Inviting link club/ other club members or attending their clubs and participating in Inter District.
- Encouraging Members to attend **District Events** : Assembly, Conference and Rally. Inter District meets, Zonal Meets, etc.
- **Inducting New Members.**
- Regular Publication of Bulletin.

Use your agenda as your time guide.
The Meeting should be discussions that lead to concrete decisions.
GO to meetings with a positive attitude.

What we think, we become





CLUB MEETINGS & BULLETINS

Club Meetings - The Know how

This is usual for the Clubs to meet monthly although some Clubs do prefer to meet fortnightly. Where Clubs have a speaker at the meeting, the business session should be transacted before the speaker arrives.

Circulars must be sent to the members before the meeting with agenda. The Time and venue can be as per the convenience of the members. It can be any member's house or some hotel or Club.

Quorum of Meeting

20% of the members of the club form Quorum for the General Body Meeting and 4 Members form Quorum for the Executive Meetings (respectively at least to general Body Meetings should be held in one year and executive Meetings should be held depending on the needs of the Club.

The Club Bulletin is the mirror of the Club and it gives complete information about the Club's activities and projects. Any achievements, creative or appreciable work by members, Birthday and wedding anniversaries as well as Inner Wheel Information can be published in the Bulletin. The future projects and District Events should be highlighted in it. It should provide informative and interesting reading for the member. Normally Special Issues of Club Bulletin are published during Installation Ceremony and District Chairman's Official Visit to the Club. If the Club wants quarterly/ monthly bulletins can be brought out.

SAMPLE OF MEETING NOTICE

Dist.326

Notice of Genera/Executive Committee Meeting

Dear Member,

Please note that the next General/Executive Committee Meeting will be held on _____ (Date) at _____ (Time) at _____ (Venue).

The following is the Agenda for the Meeting.

1. To read and confirm the minutes of the last E.C. Meeting. 2.
- 3.
- 4.
- 5.

Looking forward to meet you.

Secretary

I.W.C. of _____

Whatever You Do, Do It Well





SAMPLE AGENDAS FOR MEETINGS

AGENDA - CLUB EXECUTIVE COMMITTEE MEETING

- | | |
|--|--|
| 1. Meeting called to order | By President |
| 2. Inner Wheel Prayer | By Secretary |
| 3. Welcome | By President |
| 4. Apologies, if any | By Secretary |
| 5. Reading and Confirmation of the minutes of the last E.C.Meeting | By Secretary |
| Proposed by : | By member present in last meeting. |
| Seconded by : | |
| 6. Matter arising from the minutes | By Secretary |
| 7. Correspondence received from Club/District/ Association/IIW | By President / Secretary
By Treasurer / I.S.O |
| 8. Finance | By Treasurer |
| 9. Planning of Club activities for the coming month, | By Secretary |
| 10. Any other matters with the permission of the chair. | |
| 11. Vote of Thanks Secretary | By Vice President / Secretary |
| 12. National Anthem. | |
| 13. Meeting adjourned | By President |

AGENDA - GENERAL BODY MEETING

- | | |
|--|---------------|
| 1. Meeting called to order | By President |
| 2. Inner Wheel Prayer | By Secretary |
| 3. Welcome | By President |
| 4. Apology of absence | By Secretary |
| 5. Attendance (Total number of Members_____, Members present _____, %). | By Secretary |
| 6. Birthday and Wedding Anniversary Greetings. | By Secretary |
| 7. Induction of New Members. (Optional) | By President. |
| 8. To read the Minutes of the last General Body Meeting. | By Secretary |
| 9. Matter arising out of the Minutes and confirmation of Minutes. Proposed by: By member | |





Seconded by:

10. Important resolutions and decisions of the Executive Meeting, if any.

present in
last meeting.

11. Correspondence –

By Secretary

- (a) President
- (b) Secretary
- (c) Treasurer
- (d) ISO
- (e) Editor

12. Treasurer's Report.

13. Reports of the Projects (Attendance for Projects must be maintained) By Secretary

14. Planning Project Report

15. Announcements of next General

By Secretary Body

Meeting and Projects in the coming Months.

Any other announcements e.g., District Events.

16. Program at Club level

- (a) Introduction of Speaker
- (b) Welcome the Speaker
- (c) Program

17. Vote of Thanks.

By

V i c e

President/Secretary

18. National Anthem.

19. Meeting adjourned.

AGENDA - INSTALLATION CEREMONY

1. Escorting the dignitaries to the dais

By Outgoing Secretary

2. Offering the collar to club president

By Outgoing President

3. Meeting called to order

By Outgoing Secretary

4. Inner wheel prayer

By Outgoing President

5. Welcome speech

By any member

6. Floral welcome

By any member

7. Introduction of installing officer

By Outgoing Secretary

8. Year gone by, with activity report for the year

9. Installation of incoming president and her team

By Incoming President

10. Acceptance speech

11. Induction of new members, felicitations,

Whatever You Do, Do It Well





- Seconded by:
10. Important resolutions and decisions of the Executive Meeting, if any. present in last meeting.
11. Correspondence – By Secretary
- (a) President
- (b) Secretary
- (c) Treasurer
- (d) ISO
- (e) Editor
12. Treasurer's Report.
13. Reports of the Projects (Attendance for Projects must be maintained) By Secretary
14. Planning Project Report
15. Announcements of next General Meeting and Projects in the coming Months. By Secretary Body
Any other announcements e.g., District Events.
16. Program at Club level
- (a) Introduction of Speaker
- (b) Welcome the Speaker
- (c) Program
17. Vote of Thanks. By Vice
President/Secretary
18. National Anthem.
19. Meeting adjourned.
- AGENDA - INSTALLATION CEREMONY**
1. Escorting the dignitaries to the dais
2. Offering the collar to club president By Outgoing Secretary
3. Meeting called to order By Outgoing President
4. Inner wheel prayer By Outgoing Secretary
5. Welcome speech By Outgoing President
6. Floral welcome By any member
7. Introduction of installing officer By any member
8. Year gone by, with activity report for the year By Outgoing Secretary
9. Installation of incoming president and her team
10. Acceptance speech By Incoming President
11. Induction of new members, felicitations,





- greetings, help to the needy.
12. Release of club bulletin
 13. Speech by installing officer
 14. Presentation of memento
 14. Vote of thanks
President / Secretary
 15. National Anthem
 15. Meeting adjourned

By Incoming President

By Incoming President

By Incoming Vice

By President

AGENDA FOR DISTRICT CHAIRMAN'S VISIT (CLUB ASSEMBLY)

1. Welcome by the President.
2. Lightening the lamp.
3. Offering collars.
4. Meeting called to order.
5. Inner Wheel prayer.
6. President speech.
7. Secretary report.
8. Induction of new members.
9. Chairman's introduction.
10. Self introduction of members.
11. Meeting handed over to Chairman.
12. Release of bulletin.
13. Vote of thanks.
14. National Anthem.

AGENDA - DISTRICT CHAIRMAN'S VISIT

Please Note:

Write the names of the Charter Members on the backside of the Charter Certificate. Make photocopies of the Charter so that the Charter number, date of formation, date of registration and other details can be preserved. In case the original charter is lost or damaged the club can request for replacement of the charter by applying through the proper channel and paying the dues.

**The secret of your success is determined by
your daily Agenda.**

Whatever You Do, Do It Well

