



Lend a Hand

ROTARY DISTRICT 9940 LETS 2003-2004

Leaders-Elect Training Session

Massey University, Hokowhitu Lagoon

Palmerston North

Presidents-elect Training

“Presentation Tips for Presidents”

Presenter: Wendy Betteridge

PRESENTATION TIPS FOR PRESIDENTS

How can you use communication?

- Your most important responsibility as club president is that of communication.
- You will be the conduit through which information flows from RI and the District to the club and vice versa.
- Understanding the role of communication and techniques for communicating effectively will enable you to be successful in working with the community, club, district and RI.
- You can use communication to motivate Rotarians and to convey accurate information about Rotary International and its various programmes and policies.
- You can also use communication to educate people within the community about the mission of Rotary International and the activities of its local Rotary club.
- You are the spokesperson for your Club for the coming year. Use every opportunity to bring your Club's activities to the notice of the community!

What should successful weekly meetings achieve?

- Show members that their time and resources have been well spent in coming to the weekly meeting.
- Enhance their Rotary knowledge by introducing some Rotary information into your programme from time to time.
- Show the value of continued membership. Make your members proud to belong to your Club.

How can you ensure that club meetings are stimulating?

- Keep fulfilling members' needs which may be many and varied.
- Organise a stimulating programme to cater to different interests.
- Keep to time and make sure that others do too.
- Allow ample time for fellowship activities.

How can you provide members with the knowledge necessary to operate effectively?

- Supply newer members with background information about the club. Design a club brochure and hand it to new members.
- Involve new members early so that they become committed Rotarians. They may be able to come up with project ideas and, if so, ask them to gather a group to support the idea and follow the project through to its conclusion.
- Provide information about District activities so that club members are aware of the bigger picture.
- Encourage networking with counterparts in other clubs, friendship exchanges and group visits.
- Pair new members with experienced members so that they have someone to turn to when they lack knowledge.
- Update your own knowledge about the resources that are available to you and your members.

Basic techniques of running a weekly meeting

- How you say something can be as important as what you say. Use variety in your method of delivery.
- Organize your key points clearly and logically so that you use the available time well and avoid repetition.
- Prepare well for each weekly meeting.
- Know what you are going to say – thoroughly.
- Speak with conviction and make your message clear and easy to understand.
- Be concise – keep to the point.
- Keep to time.

How can you prepare for your part of the weekly meeting?

- Identify your aims and the essential points you want to make.
- Know your subject thoroughly – do as much research as necessary.
- Organize what you have to say logically.

More preparation

- Make sure that your notes are legible (if you have notes) and highlight key points.
- Check your microphone before you start (make sure it is turned off when you are not speaking).

Still more preparation

- Maintain good posture and eye contact.
- Speak clearly and calmly and vary the tone of your voice.
- Preparation and practice are essential ingredients of all successful presentations.
- Practise, practise and then practise some more!

Preparing for the whole meeting

- Work out in advance how and when you are going to call on others to speak.
- Many Rotarians like to listen to the sound of their own voices. Make sure that they need to speak. If possible, put the information into your weekly bulletin rather than having too many speakers.
- Make sure that you (or the sergeant) has told visiting speakers (and club members) when they will be called upon to speak and how long they should speak for.

Final Tips

- Know your material.
- Use humour or stories to illustrate key points but keep it brief. If you run a good meeting, your club members will remember the meeting, not you.
- Stay within your allotted time.
- Speak from the heart, not from your notes.
- Speak slowly and clearly.
- Be relaxed and confident.