



CLUB MATERIALS BULLETIN ON PROGRAMS

PREPARING A GOOD PROGRAM

Well-planned and effective club meeting programs are essential to a club's growth and require consistent effort of the committee on club meeting. The weekly meeting of a Kiwanis club involves fellowship, education, and inspiration. Therefore, the meeting should be planned carefully and as far in advance as possible, cooperating with the president, the board of directors, and the club's committees. The programs should also be in collaboration with the principles, Objects and ideals of Kiwanis International.

CLUB MEETING PROGRAMS

Basic instructions and suggestions concerning the proper club meeting procedure are included in the Official Committee Program sheet, which is sent to each Kiwanis club president prior to October 1, the beginning of the administrative year.

This bulletin is intended to supplement the Official Committee Program sheet, offering suggestions and examples for arranging effective programs throughout the Kiwanis year. All members of the committee on club meeting should work together to present the best available program to the club membership at each meeting. Each committee member should be assigned specific program responsibilities on a weekly or bi-weekly basis, with the chairman acting as the coordinator.

WHAT MAKES A GOOD PROGRAM?

Occasionally, a chairman of the committee on club meeting has, with the best of intentions, subjected the club members to a series of meetings to the chairman's liking, but most other members found the topic uninteresting. The following suggestions will help make your club programs more suitable and

useful to the entire membership according to the various categories. Before the start of the Kiwanis year, prepare a questionnaire to give to club members. Ask them to list in numerical order their preferences on the programs. For example:

- _____ travelogues
- _____ movies
- _____ panels
- _____ musical programs
- _____ talks by local authorities
- _____ autobiographical sketches by members

List as many program types as possible. Also, ask explicitly, "What type of program do you like least?" Use the information gained from this questionnaire, not your personal preferences, in planning your club's programs. Provide your club members with an opportunity to discuss those programs presented during the past month or quarter.

Members of the committee on club meeting should consider themselves "talent scouts," who are always on the watch for speakers and programs that will benefit their club. Be extremely cautious when scheduling programs by persons or groups that do not have personal experiences in the topic. Every scheduled speaker or program presenter should be provided information concerning your club, its membership, program procedures, and what is expected from the presentation.

The committee on club meeting should be receptive to any comments, criticisms, or suggestions that the club's board of directors may offer on any past or future programs. The club president should be kept up-to-date on the committee's work and the progress of its individual

**KIWANIS ADMINISTRATION
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members.

MUSIC AT CLUB MEETINGS

If your club's membership enjoys singing, Kiwanis International's Bulletin CM #6: "Suggestions On Music," offers a wealth of practical suggestions concerning good singing at club meetings.

RESPONSIBILITIES FOR THE COMMITTEE ON CLUB MEETING

A carefully planned program will leave a favorable impression upon all in attendance. Be sure the committee on club meeting

. . . **PLANS** all programs in advance and fully utilizes the talents of all committee members;

. . . **FOLLOW UP** on the invitations immediately after acceptance and at least one week before the meeting date;

. . . **COOPERATES** with all club committees;

. . . **KEEPS** the club president informed on the committee's progress during the year;

. . . **PLANS** the publicity on each program well in advance of its scheduled performance;

. . . **UTILIZES** the suggestions of its club membership.

PROGRAM SHARING: What is it?

Whenever possible, the committee on club meeting should present the best programs available. Many good program ideas and speakers are obtainable in the local community. Good programs should be shared with neighboring clubs. Program sharing is a plan to help Kiwanis clubs know what programs might be obtained from or through other clubs as well as suggesting ideas they might share with others.

As a result of program sharing, Kiwanis clubs have achieved:

- Better Programs
- Greater Fellowship
- Increased MembershipGrowth
- Better Attendance
- Higher Achievement

How it works:

The chairman of the committee on club meeting should send to the lieutenant governor or division chairman on administration (if such position exists in your division) a report on the club program he or she believes could be shared with other clubs in the division. The report on each program to be shared should include at least this basic information:

- Type and nature of the program
- Number of people involved in presenting the program
- Type of equipment needed, if any
- Where and how the program can be secured
- Cost of the program, if any

The lieutenant governor (or individual he or she designates) should act as the coordinator of program sharing. As coordinator, the lieutenant governor should publish and distribute to all club chairmen a bulletin containing the program information received from each club.

If there is no organized plan on program sharing in your division or district, you, as a club chairman, can do something about it. You can develop the plan of program sharing described in this bulletin. Seek the help of your lieutenant governor in setting up the plans. Offer to serve as division coordinator if necessary. You could also write to your chairmen of the district committee on administration to encourage him or her to enlist participation of every division in program sharing. This can result in sharing program information beyond the division if the district chairmen develop an overall list of available speakers.

REMEMBER: The success of this project depends on each club chairman providing program information to the lieutenant governor. Start today to share. You will be helping others, and they will be helping you.