



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.

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.