



District Assembly Session 2: Developing Goals

**for
Club Administration Committee
Club Secretaries & Treasurers**

Facilitator:

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Learning Objectives

- Develop long-range and annual goals.
- Identify resources that will support these goals.



**Effective clubs
are able to**

**Sustain
and
Increase
Membership**

**Implement
Successful
Service
Projects**

**Support
The Rotary
Foundation**

**Develop
Leaders
Beyond the
Club Level**

**Club Leadership Plan
Avenues of Service**



Definition of Effective Goals

- Shared
- Measurable
- Challenging
- Achievable
- Time specific



Why is it important to set goals?



How do long-range and annual goals work together?



Long-Range and Annual Goals

- Set both for your committee.
- Long-range goals should represent what you want in three to five years.
- Annual goals will be the steps to achieving your long-range goals.
- As your Rotary club evolves, so should your goals.



What should you consider when setting goals?

- Assess club's current conditions
- Assess club's current resources
- Involve club members
- Research the needs of your community
- Contact district leadership for guidance
- Incorporate experiences from previous projects & activities



Has your committee set long-range & annual goals?

(Goal setting exercise)



How can you ensure these goals will be achieved?

- Get other club leaders to support your committee's goals
- Develop action steps for achieving each goal
- Assign club members for each step based on their talents and interest
- Establish timeline
- Set criteria for measuring success
- Use resources from websites
- Evaluate your progress



Your committee's resources

- Past club leaders
- Club admin committee members, secretaries & treasurers from other clubs
- District governor
- Assistant governor
- RI Club & District Support staff



How to find district leaders?

- Refer to district directory (hardcopy & online)
- Ask your club president
- Contact your district governor
- Contact your assistant governor



What informational resources are available?

- Official directory
- Manual of Procedure (MoP)
- RI Catalog
- Recommended Rotary Club Bylaws
- Standard Rotary Club Constitution
- The Rotarian or Rotary regional magazine
- RI website (incl. Members Access)
- District website (www.rotarydistrict3310.org.my)



How can you secure financial resources for your committee?

- Propose your committee's budget to the club board of directors for approval
- Hold fund raising activities
- Contact the district for available funds
- Yayasan Kelab-Kelab Rotary Malaysia (for Malaysian Rotary clubs)
- Rotary Foundation of Singapore (for Singapore Rotary clubs)



Exercise (in groups)

- Develop long-range & annual goals
- Develop action step for the first year goals
- Assign each step of the 1st year goals to your club members
- Assign criteria for measuring success for each action step
- Assign timeline for each action step





**End of Session 2
Developing Goals
(for Club Admin, Secretaries
& Treasurers)**