

BRISBANE MERL SEMINAR 1 - 3rd FEBRUARY, 2008

MEETING PROCEDURE

A successful meeting takes place when the venue has been chosen wisely.

Hold the meeting at a venue in which the members can get to easily. If in the city, make sure public transport is within walking distance.

The room where the meeting is to be held, make sure it has natural light, and is of good size so folks can move comfortably around.

If extra furniture is needed - lectern or small table etc. have these articles also in the room.

Lion's furnishings - Flag set, Leonie, Club Charter, photo of the Queen, banners - have an area to put or hang these articles along with any Club awards.

An affordable venue is essential, and try to negotiate with the owners of the building a set fee for a set period of time.

It would also be wise to see if the venue has easy access into and emergency exits.

Most importantly take this information to a meeting so that members know and understand the discussions so that they can vote on the matter.

In setting up the room for a meeting, it is not mandatory to have a "head table". For instance the Flag set Leonie, etc. can be displayed on a table placed to the side of the sitting members.

However when a guest is present, make sure he/she has a Lion member with them at all times. A "welcoming" drink should be offered to him/her on arrival. Essential to make them feel comfortable.