

# MEETINGS



## Inner Wheel New Zealand Meetings Toolkit

### **IWNZ Strategy**

1. Be the women's organisation current and new members are proud to be a part of.
2. Increase awareness of Inner Wheel in our communities.
3. Set up our organisation for future growth.

# Club Meetings

## Club Meetings are the Core to a Successful Club

Club meeting activities will motivate and enthuse present Members, new Members, and encourage full participation and contribution.

## Team Effort Creates the Best Meetings

All Club Members are part of the process.

## How Can We Best Involve Everyone in Club Meetings, Service Projects and Club activities?

Flexibility lets everyone participate from ideas to organising an event.



# Enthusiasm is the Key to Successful Meetings

## Keep Business to a Minimum



### Minutes and Reports

Email to Members prior to the meeting, these do not need to be read at meetings.

### Business at Meetings

Does not need to occur monthly - could be bi-monthly. You may look at alternating with social meetings. Some Clubs do all their business through their executive meeting sending minutes out to Members.

### All Financial Decisions, Nominations and Motions to Change Club Policy

Must be approved by the majority of Club Members and recorded in minutes.

### Approval from Members

Can be done at a Club Meeting or done via email and recorded in minutes.

# Variety Makes Meetings Interesting and Fun



## Coffee Meetings

### Get-Together

At a Member's Home.

### Host an Event

Work together with another Club.

### Host a Special Event

Create a Special Committee to organise Breakfast with Speaker, Dinner with Speaker, Fashion Parade, High Tea, or Welcome to Spring Luncheon.

### Inner Wheel Quiz

Test Member's Inner Wheel knowledge of history and values.

## Inner Wheel Table Talkers

Open up Club Member discussion.

## Organise Interesting Speakers

Maybe co-host with another Club.

## Social Evenings

Dress Up, Dinner Club, Friends or Partners Dinner, Movies, Visit Local Restaurant with or without Partners, or Wine & Cheese.

## Social Activities

Bridge, Craft Group, Games Evening, Indoor Bowling, Mah Jong, 10-Pin Bowling, Walk and Talk, or Walking Group.

# Be Flexible

## Adapt and Modify

Clubs can be flexible to function as they choose. Adapt meetings to suit the style that works for Club Members. Change Meeting formats to assist with the Club's demographic.

## Meeting Traditions

Are important to many Members. Ensure these resonate with your Club Members.

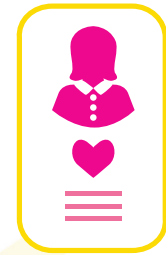
# Keep Members Up-to-Date



## Email, Newsletters, WhatsApp, Phone Tree, Zoom

Ask what works best for your Members.

# Create a Members Profile



## Members Profile Folder

Where roles undertaken are recorded.



# Club Almoners

## Appoint 1 or 2 Members

Having Club Almoners ensures Members' welfare is a Club priority.

## Make Contact with Members

Who are unwell, recovering from illness/surgery or at any time of need.

## Check in with Members

Who are not attending Club Meetings to ensure they are okay.

# Club Forum Meetings

## Facilitate an Open Discussion

Schedule an open discussion for Members to freely share ideas about the Club's future direction, service projects, social activities, or other changes that could improve how the Club operates.



# Keeping Our Current Members



## **Opportunity to be Involved**

Give all Members the opportunity to be involved in events/activities/committees – to feel connected to others.

## **Mix and Mingle**

Members to help Members get to know everyone in the Club e.g. Seating Plans or Table Placement Cards at a meeting.

## **Place Suggestion / Comment Box**

Use at Meetings so Members can share thoughts and ideas.

## **Survey Members**

### **An Inclusive Approach**

Discover skills that can be utilised for future roles and activities within the Club. Gather new ideas on future projects and activities.

## **Events or Projects**

Invite all Members to participate and connect with the local community.

## **Be Creative on Committee Roles**

How these can be shared throughout the year.

## **Collaborate with Club Members**

In an open forum, pick some agreed outcomes, and discuss who, how and when goals will be achieved.

## **Member's Recognition**

Consider how the Club acknowledges Members for undertaking all the little jobs and create a Club recognition "Thank You" for their service given.

## **Encourage Members' Attendance**

Attend District Meetings and IWNZ Conferences as it is a great opportunity for members to spend time together and meet Inner Wheel members from other Clubs.