

MEDIUM CLUB COMMITTEE OUTLINE

I. General Plan

- A. The leader must be a member with an excellent knowledge of Rotary, local, district and national level (Past presidents are an excellent resource).

- B. COG Members are usually designated by a separate badge or color of badge (Red most common.).

- C. Members can be and should be assigned special duties at weekly meetings and special events, thus helping new members more quickly become acquainted with older members. (Examples: prepare meeting room for weekly meeting, collect badges, greet members, take attendance, pick up fines, etc.)

- D. The COG Committee should be limited in membership.
 - 1. A manageable size, 8 to 15 members, works well.
 - 2. Length of membership should be long enough to accomplish purpose, but short enough to not become stale, nine to fifteen months.

- E. Have scheduled COG Committee meetings, six, eight, ten or twelve, during Rotary year, breakfast, lunch or what fits group. One hour is adequate.
 - 1. Short agenda on general information, committee structure and purpose, value of good attendance, travel makeup, questions, etc.
 - 2. Give members duty assignments well in advance of duty commitment.
 - 3. Excellent time to get acquainted including back-ground history of fellow COG members.
 - 4. Build on the theme have fun, information and commitment.