



## **Guidelines for DG's Club Visit**

### **Agenda format for DG visit programme - a guideline**

#### **1. Project Sites Visit (If Any)**

#### **2. Meeting with President, Secretary and President Elect**

- Prepare 2 sets of documents with detail report as mentioned in the check list.

#### **3. Club Assembly**

- President welcomes DG and other dignitaries. Presents Bouquets etc. (Outsiders are normally discouraged in the Club Assembly)
- President requests DG to conduct the Club Assembly.
- DG conducts the Club Assembly.
- Chairpersons are requested to present activities reports on respective standing committees
- AG's View
- DG's comment.
- DG hands over proceeding back to the President.
- President adjourns club assembly

#### **4. Regular Weekly Meeting (normal meeting procedure)**

- Garlanding the collar to the president
- Meeting called to order
- Silent Invocation
- Sharing of happy news/felicitations
- Welcome DG and other dignitaries and guests
- Confirmation of minutes of last meeting
- Any recognition, induction etc. (DG will be the Chief Guest of the meeting)
- DG's brief introduction
- President requests DG to address the meeting.
- Vote of thanks
- Reporting of the meeting
- President adjourns the meeting and announces for fellowship (if any)