

# Team Building

I can lead and promote my club’s collaboration in effective and motivated groups to accomplish our goals of service.



| <b>Session Goals</b>   | <b>Materials</b>  |
|--|---|
| Explore How Teams and Team Building are used in Rotary Clubs | ◆ □ Insert TB-1: Club Committee Structures  |
| Discuss the Advantages and Disadvantages of Teams            | ◆ □ Insert TB-2: Club Coat of Arms Exercise   |
| Examine Teams as a Tool of Leadership                        | ◆ □ Insert TB-3: Urbana Univ. Exercise  |
| Examine your own Leadership Style                            | ● □ Club President Manual 222-EN (910)<br><a href="http://rlifiles.com/files/resource/Club_President_Manual_222en_907_p15-25.pdf">rlifiles.com/files/resource/Club_President_Manual_222en_907_p15-25.pdf</a>  |
|  | ● □ Be a Vibrant Club 245-EN (111)<br><a href="https://www.rotary.org/myrotary/en/document/be-vibrant-club-your-club-leadership-plan-north-america-245en">https://www.rotary.org/myrotary/en/document/be-vibrant-club-your-club-leadership-plan-north-america-245en</a> |
| Key: ◆ attached insert    ● online    □ article              |   |

All session materials are also available at [www.rlifiles.com](http://www.rlifiles.com)

**Discussion leader:** For the coat of arms/banner exercise, have some larger paper and colored markers or crayons available for each group.

## Session Topics

1) Why should we use team building and committee teams in a Rotary club?

Is a committee always a team?

2) How can the “Be A Vibrant Club” plan assist us in forming committee teams?

3) How can we make effective use of Rotarian teams and committee teams?

**Use committee structures insert TB-1.**

How important is delegation of tasks and duties? **Are these the same thing?**

- 4) In the committee, what is the role of the Committee Chair?  
*Setting the schedule, building team spirit, motivating the team, appropriate delegation.*

**Club President?**

*Define initial mission, follow-up and deadlines, be available as a resource, do not micro-manage.*

**Secretary?**

*Query: Is this the club secretary or the committee secretary? If committee secretary, then keep an accurate account of the committee's deliberations.*

- 5) Planning activity...Suggestions:

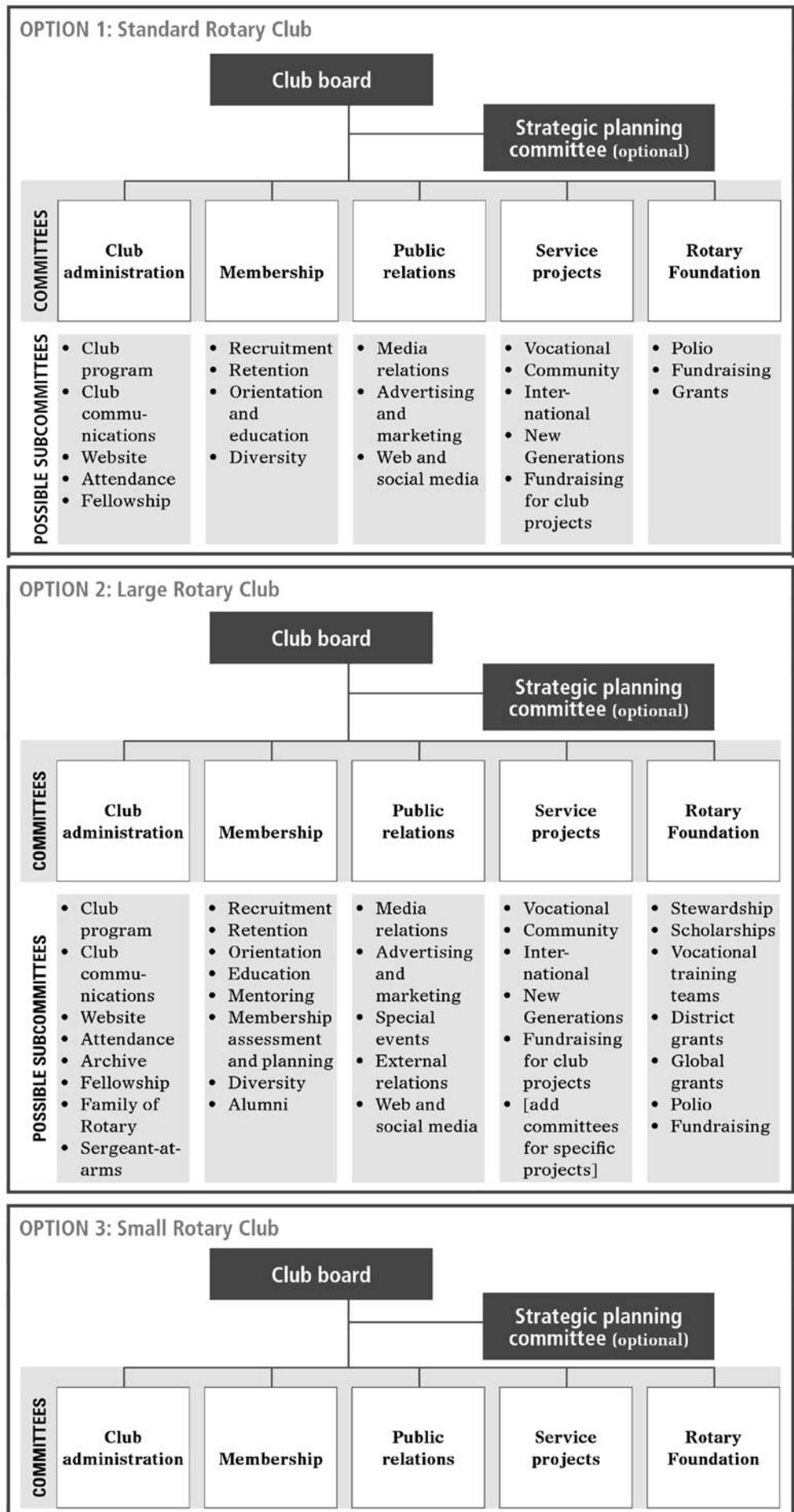
- *Each group select a goal from the strategic planning session earlier in the day as a starting point (note connection among the sessions of Part II)*
- *Use Coat of Arms activity as explained in TB-2.*
- *Use Urbana University of Illinois activity (TB-3)*

*After completing the chosen exercise, facilitate the following questions among the groups.*

- a. *How was the team leader chosen?*
- b. *Was a team leader necessary?*
- c. *How were the different symbols, colors and designed agreed upon?*
- d. *What special talents did any team member have that helped the process?*
- e. *What methods were used to resolve conflicts?*
- f. *How collaborative was the group effort, or did one or two people decide*
- g. *How was the team spokesperson chosen?*
- h. *What discussions were used in understanding the goal. Was everyone clear on the objective?*
- i. *How did the time element play in the final decisions that were made?*
- j. *What could the team have done to become more effective in its final product?*
- k. *How does this exercise relate to committee or team activities at the club level?*

## Insert TB-1: Club Committee Team Structures

Five committees are recommended for Rotary clubs. Clubs can add or eliminate committees or subcommittees according to their interests and activities. Assistant governors or district governors can assist club leaders with determining the appropriate subcommittees.



## **Insert TB-2: Club Coat of Arms / Banner Exercise**

**GOAL:** To create a Rotary Club Coat of Arms or Banner

**MATERIALS:** Use the blank shield on the next page or draw on flip chart pads.

**TIME:** Groups have 20 minutes to create their Rotary Club Coat of Arms and 15 minutes are recommended to review the follow up questions.

**EXERCISE:** The class should be divided into groups. Instructions should be read by the Facilitator and limited to the precise instructions below. Groups should be spaced apart and work independently from each other.

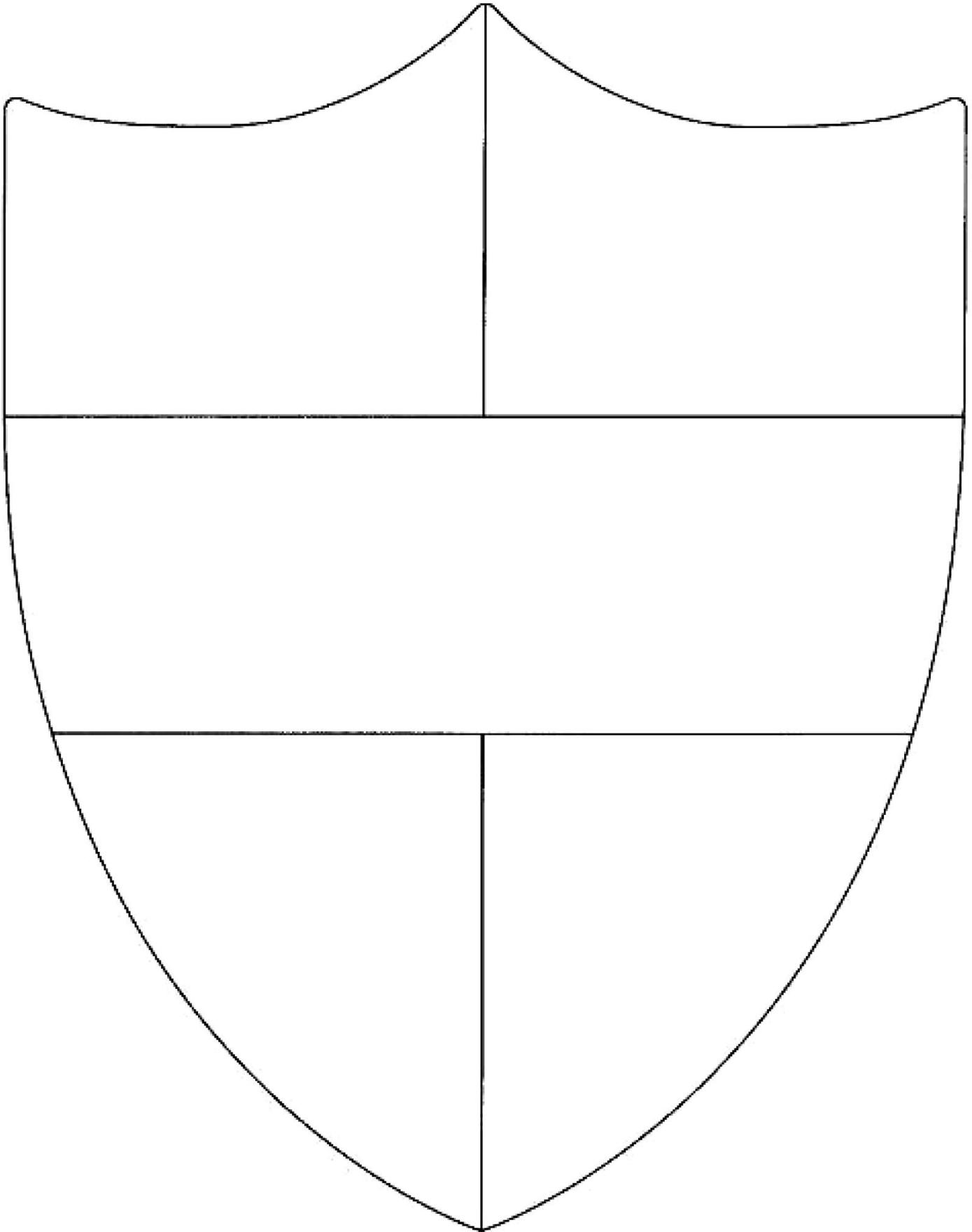
**INSTRUCTIONS:** Heraldry is the practice of designing, displaying, describing and recording a coat of arms. It is a system of identification that is a very personal and unique form of individual or group expression. A coat of arms is used to illustrate specific characteristics, deeds, accomplishments or traits that are important to the individual or organization. The term "Blazon" comes from the German "To blow the horn." At a tournament, the "herald" would sound the trumpet and it was their duty to explain the meaning of the shields or "coat of arms" to the other participants. Thus "blazon" meant to "describe a shield in words using heraldic terms."

The goal is to design, develop and explain a Rotary coat of arms and heraldry. The students are not limited to using the enclosed blank shield and may design a coat of arms in whatever manner they wish. However, all items, symbols, colors or designs must be explained and relevant to Rotary, their clubs or districts.

Note that the artwork, colors and designs do not have to be perfect. But they need to be clear enough so they can be explained and so the class can understand the concepts represented.

After teams have had a chance to display and explain their coats of arms, the follow up questions and group discussion will be led by the Facilitator.

## Club Coat of Arms



## **Insert TB-3: Urbana University of Illinois Exercise**

### **Background:**

The Club began six months ago with 4 leaders who had become impressed with Rotary through Polio Plus activity and results. They started meeting weekly on Wednesdays at 5:30 and agreed amongst themselves that they would bring together a strong group of leaders like themselves within the next year. The four took on the offices of President, Vice President, Secretary, and Treasurer. To date they have recruited 26 new members.

Within a month, a community service project was being accomplished each month. These projects were being so well accomplished by the team of 4 that new members were recruited by each new project. Each Club meeting was a planning meeting for next month's project or a speaker from the community describing a specific need. New members were put in charge of certain parts of the service projects. As members became excited about what the Club was able to accomplish, they started to recommend their friends for membership.

New members were also recruited from the Club program speakers.

### **Current Situation:**

In two weeks they will install and welcome 10 more members. But the group of four are getting overwhelmed with everything. So President Jack told the other officers, "we need to build an effective team to help carry the leadership load. I am appointing a committee to come up with a recommendation on how we can build a team".

### **Assignment:**

In the next 15 minutes, develop a recommendation on how this club can build a team.

What specific steps do they need to follow?