Easy stages guide to a Day of Reflection

Introduction

Objectives:

1. To identify what is good about your Club
2. To identify factors which prevent greater participation/involvement and suggest possible solutions
3. To identify behaviours which create conflict and suggest alternative ways of interacting

Outcomes:

1. Greater appreciation of membership/organisation
2. Willingness to participate/contribute
3. Members will modify their behaviour for more harmonious relationships

Planning
- Set Date
- Gather Team
- Email Questionnaire

At the Meeting
- Set Ground Rules
- Air Issues
- Address each Objective
- Summarize findings

After the Meeting
- Reflect on findings
- Decide what to take forward

Communicate with members
- Share the decisions about refreshing the Club and all act upon them
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Set date (convenient to members)</td>
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<td>2.</td>
<td>Gather team to organize and plan programme</td>
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<td>3.</td>
<td>Send out Questionnaire to members (see Appendix 1) two weeks before (or handle on the day)</td>
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<td>4.</td>
<td>Information to be collated</td>
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<td>5.</td>
<td>Programme to include time to meet and greet (over refreshments), welcome by President and ice breaker (fun activity)</td>
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<td>6.</td>
<td>Identify a facilitator, perhaps membership or organisational development officer from the Club, Region, National Association, Country or Network</td>
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At the Meeting

Set Ground Rules
1. One member to speak at a time
2. Views to be respected
3. Do not dwell on problems – think of solutions
4. Stick to time allotted

Air Issues
1. Share information gathered from Questionnaire (no discussion at this time)

Address Objectives

Objective 1 – To identify what is good about your club
1. Each member to write down in ONE sentence and ONE positive Club achievement to be shared
2. Each member to say something nice about another member
3. During the course of the event members may write something nice about any member and post on board

Objective 2 – To identify factors which prevent greater participation/involvement and suggest possible solutions

Break into groups: groups should be of mixed age range and mixed length of membership if possible. Members could be asked to pick a random number, 1 to 4, from a box on arrival at the Club meeting and then allocated to one of four groups based on the number selected from the box. The groups will then be asked to address the following questions:

1. What are your specific interests? Do the Club’s projects/activities reflect these interests?
2. How much time can you commit to Soroptimist activities?
3. What are your constraints? How can we work around them?
4. What skills do you have? Are they being utilised? If not, how can they be utilised
(Remember to include some physical activity for a break – with refreshments offered throughout session)

Each Group to present findings in point form

**Objective 3 – to identify aspects of the Club which could be retained and developed and/or improved**

1. To look first at Programme Action, long term projects, shorter term projects and one-off projects.
2. Examine micro volunteering that individual members carry out on behalf of the Club, Club meetings, should they be shorter and less formal, should there be a meal involved? What is the cost of the annual fees? Is the venue suitable? What difficulties are there to succession planning and how can Light touch approach be used to facilitate the Cub’s leadership approach?
3. Fundraising, should the club be involved in fundraising if so in what capacity? Should there be a reduction/increase in fund raising?
4. Social events, are there enough or too many? Do they meet the needs of the majority of members? How could social engagement be done differently?

**Conclusion**

1. Summarise the findings
2. Members to agree on five (5) steps from the summary to be implemented by everyone during the ensuing year

**Examples**

1. A member to gather information on important issues and possible timescales for addressing these, etc to share at each Club meeting
2. At each meeting a member is identified to call each member who did not attend
3. All members send email/call for birthdays, in times of need, just to say hello

**Communication**

Make sure that the 5 points agreed to be taken forward are communicated to all member and monitor progress towards the agreed points during the year.
**Appendix 1**

Time of Reflection ideas for club members

This form could be completed at the meeting/by email beforehand as a starting point for ideas. People could share their own thoughts or it could be kept confidential.

1. Why did I become a Soroptimist? Has it fulfilled my expectations? If yes –how? If not- how could this be achieved?
2. What do you enjoy most about being a Soroptimist? Why?
3. What do I enjoy least? How could I suggest this is changed for the better?
4. What was the most exciting event for me this year? Why?
5. Which activity was my least favourite? Why?
6. Have I been actively involved? Been to committee meetings? Held Office? Completed tasks for club? Attended meetings? Attended events? Taken part in Programme Action Activities? Attended Region/ Federation Conference? If yes – was that good? If not – why not – i.e. didn’t like – did I try to change?
7. Has there been any conflict in the club this year that is not resolved?
8. What would I like to stay the same and what would I like to change? Why?

**Appendix 2**

Time of reflection for Club/Region/NA/Network

1. How did you become a Soroptimist?
2. Why are you still a Soroptimist?
3. What makes a good Soroptimist?
4. What makes a good Soroptimist club?
5. What would help your Club, Region, National Association, Network become vibrant and dynamic?