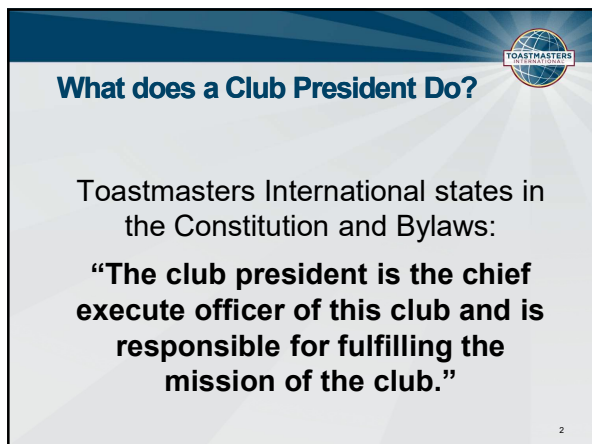




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What is the mission of the club?

*We provide a supportive and positive learning experience in which **members** are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.*

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What does all this mean?

- ▶ Always remember who this is about!!
- ▶ **THE CLUB MEMBERS**

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Things to do as President

- ▶ **Inside the Club Meeting**
- ▶ **Outside the Club Meeting**
- ▶ **Executive club meetings**

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Role of the President

- ▶ Set the tone for the club
- ▶ Preside over club meetings
- ▶ Schedule and run Executive Committee meetings
 - ▶ Lay out Club Success Plan
- ▶ Primary liason with District Leadership

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Role of the President

- ▶ Understand all officer roles
 - ▶ VP Education
 - ▶ VP Membership
 - ▶ VP Public Relations
 - ▶ Treasurer
 - ▶ Secretary
 - ▶ Sergeant At Arms

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What has changed since Feb. 13, 2018?

- ▶ Pathways is for all new members!
- ▶ Mix of educational programs
 - Traditional Members through June 2020 (CC, ACB, CL, ALB → DTM)
 - Pathways for ALL Members
- ▶ VP of Education is Pathways Base Camp Manager with President and Secretary as backups, to:
 - ▶ Track/recognize Club Member progress in Pathways
 - ▶ Manage/Approve Members' Level Completion

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Role of the President

- ▶ Work closely with VP Education
 - ▶ The VPE acts as Presiding Officer when President is absent
 - ▶ The President acts as VPE when VPE is absent
 - ▶ As Pathways Base Camp Manager, notably to:
 - ▶ Approve Level Completion requests
 - ▶ Print certificates of Level completion
 - ▶ Approve Pending Requests for "External Training"

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10

Setting the tone for the club

- ▶ Work with VPE to determine member educational needs
- ▶ Talk with members to determine *their* goals
- ▶ Define and drive club goals
- ▶ Plan a "Moments of Truth" with VP of Education
- ▶ Ensure all officers are trained

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During the meeting: Ensure key roles are filled


- ▶ Secretary role must be fulfilled
 - ▶ Minutes must be taken
- ▶ Sergeant At Arms
 - ▶ Sets up the room
 - ▶ Tables, Chairs set up
 - ▶ Ballots provided to all attendees
 - ▶ Agenda distributed to all attendees

2

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During the meeting: Ensure necessary roles are filled (Cont'd)

- ▶ Sergeant At Arms (Cont'd)
 - ▶ Ensures banner is displayed properly
 - ▶ Greets guests, introduce them to President
 - ▶ Reset / Clean the room after the meeting




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At the Club Meeting

- ▶ Start and end the meeting on time
- ▶ Welcome and introduce guests
 - ▶ Get there early
 - ▶ Lead by example
- ▶ Organized meetings & business meeting
- ▶ Recognize member achievements
 - ▶ Celebrate everything – Why?




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At the Club Meeting (continued)

- ▶ Report club's progress
- ▶ Explain and Educate about DCP
 - ▶ Moments of Truth results/progress
 - ▶ Remember Achieving Members result in Successful Clubs
- ▶ Build a family atmosphere – it is when people enjoy and learn that they achieve



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Outside the Club Meeting

- ▶ How can we ensure club officers know their responsibilities and how to fulfill them?
- ▶ Encourage all your officers to attend their roles specific session at TLI.
- ▶ Represent your club at International, District, Division and AREA Events
- ▶ Vote at the Annual Business meetings (if unable to attend, sign a proxy form).

7

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Outside the Club Meeting

- ▶ Ensure all club offices are filled for the succeeding term, nominating committee
- ▶ Prepare successor for office
- ▶ Oversee the administrative operation of the club
- ▶ Schedule and chair monthly executive committee meetings

8

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Executive Committee Meetings

- ▶ Why are EC meetings important?
 - ▶ This is where your team is made!!
 - ▶ Map a blueprint for success (DCP & Club Success plan)
- ▶ Monitor progress of your goals
- ▶ Plan club meetings, contests and programs

9

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The Executive Committee

Every member is responsible for

- ▶ Making the club enjoyable
- ▶ All club business
- ▶ All administrative issues
- ▶ Helping the members achieve and in so doing the club achieves its goals

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Your Leadership Opportunity

- ▶ Set realistic and attainable goals
- ▶ Plan how to accomplish the goals
- ▶ Delegate tasks as needed
- ▶ Monitor progress toward goals
- ▶ Coach team members when necessary

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Your Leadership Opportunity

What are your goals for this Year

- 1.
- 2.
- 3.
- 4.

12

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Share Challenges

- ▶ Think of (1) challenge you've had as a Club President and what did you do to overcome it?

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A responsibility and a privilege

Session Evaluation Link:
<http://bit.ly/tlifedback>
(Facilitator has Session Number)



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