

PRESIDENT
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Theme: "Together We Make a Great Team"

Congratulations on being elected to be your Club President. This is truly an honor and a very important position.

BE INFORMED

- Read your club bylaws and know when, why and who is suppose to be doing a leadership task. Bylaws are guidelines as to when business must be handled.
- Make sure your board members all know what is expected of them. You need to know about everything that is going on in your club, know what the jobs and duties are of all your board members. Keep the lines of communication always open.
- Understand the workings of the organization. Attend Orange District and CFWC functions.
- Use Resources such as the GFWC Administrative Guide (available on the GFWC webpage gfwc.org) the CFWC Yearbook/Procedure Book (every club receives a free pin drive) and the Orange District Orange Blossom. Sign up for weekly emails from GFWC (News & Notes) and CFWC (Quick bites).
- Understand basic Parliamentary Procedure.

BE PREPARED

- Be Organized. Everyone has their own system but have a system: notebook, files, lists, etc. Be sure to distribute information to those officers and chairmen that need it but keep a copy for your file.
- Prepare an Agenda. Time your agenda to make sure that you allow enough time for each person or issue but that there is not a large down time. Make sure that all presenter's names are included on the agenda and allow space for notes. Contact officers and chairmen as to what should be included on agenda. If a motion is in order it helps to include it on the agenda for all to see.

BE AN EXAMPLE

As the Club President you represent your Club to the members, to the organization and to the community. **LISTEN** to what your members want! You are not a dictator, you are an elected officer. Make sure the decisions you make reflect the desires of your members. Do not try to do it alone – delegate. Make sure that you encourage leadership as the success of your club depends upon it. Make your meetings enjoyable. You are not alone, you have your club team and the Orange District team here to help.

DON'T ASPIRE TO BE THE BEST ON THE TEAM. ASPIRE TO BE THE BEST FOR THE TEAM.