

## **WORKSHOP FOR PRESIDENTS**

*"Tell me and I forget. Teach me and I remember.*

*Involve me and I learn."*

*- Benjamin Franklin*



### **"CLEAR THE HURDLES"**

Are you always late? Do you have trouble making deadlines? Time management is such a dickens when we are rushing. Take charge of your attitude. Think positive. Take control of your time. No matter whether you use the following eight rules toward your position, your personal volunteer time, or cleaning your environment around you, they work – Give them a try!

1. Make a to-do list every day. Put the most important tasks at the top, even if they're things you're dreading and tackle them first. Put things you like to do on your list, too. You need "goodies."
2. Keep your work with you. That way, if you find yourself with extra time while waiting, you can get something done.
3. Don't be afraid to say NO. Find an alternative or just plain don't do it.
4. Find your productive time. Are you a morning person or a night person? You'll be more efficient if you work when you're at your best.
5. Create a dedicated study time. Set up a time devoted only to learning something new or enjoying a special project. Shut off your phone, no texts, don't check e-mail.
6. Budget your time. Figure out how much time you usually spend on your activities and a weekly schedule to follow. Don't forget to schedule time to relax.
7. Don't get sidetracked. If you find yourself wasting time on unimportant things, stop, check your to-do list and get back to what's at the top. Don't procrastinate.
8. Get a good night's sleep. Your brain needs rest to perform at its peak. If it's time to sleep, list the things you still need to get done on the next day's to-do list and go to bed.



## **“HOT TIPS”**

**You are the Presiding Officer, CEO, organizer and key point of the mission to positively impact the direction of your club.**

- ➡ **Plan a joint meeting with the prior year's officers and chairmen**, read past minutes and agendas, plan Leadership Conference attendance and encourage your club board to pay for any member who wishes to attend, and work with the Budget Committee.
- ➡ **Note:** The budget serves as a guideline for clubs. If the Budget Committee members are not listed in your bylaws or standing rules -- Members should be: the Budget Committee Chair, the President, the Immediate Past President, the Treasurer, Ways and Means Chair, Programs Chair, and should include requests from the board.
- ➡ **Do your own research.** See what works for your club. Almost every club is different in the way they do things. That's why we're special! Don't try to change things that would conflict with the Bylaws and Standing Rules.
- ➡ **Would you like to get better results from less work?** Make it a team effort! It has been shown that new members are most enthusiastic soon after joining and their decision to remain with a club is typically made during this time. Get new members involved as soon as possible. Do include them early and often. Find out their talents (CHAIRMEN!)
- ➡ **Utilize all available tools.** RWCSDC has materials for clubs on the website, which is easily accessible and kept up to date. Use your club website as a resource tool for members.

The President is the presiding officer and leader of the organization. She is the TEAM Leader, ***knows the Bylaws and Standing Rules***, and the tasks of the officers and chairmen. She is organized, business-like, and pleasant, not too casual or personal. Meetings should be conducted according to the “current edition” Roberts Rules of Order, Newly Revised. Try to prepare in advance if there is a motion requiring a vote and/or amendment. Sometimes you will know in advance because a recommendation is offered by a member of the Executive Committee or the Board of Directors.

**Community Involvement** (Caring for America) should receive the important publicity it deserves. The President makes certain that all important, necessary information is distributed to the members. Remind members and guests that materials or petitions should not be distributed at club meetings without the approval of the President.

Board meetings must be planned, timed and conducted in an orderly fashion. Should a disagreement or lengthy matter be brought up, it may be necessary to postpone it until there is time, or to have a committee look into it. Try to be impartial. If the President wishes to join the debate, she must pass the gavel to her Vice President. A President may speak, however, to clarify any information discussed.

It's not a good idea to send e-mails as blind copies unless the titles are listed at the bottom; i.e., club presidents, executive committee, chairmen, special appointments, etc. It gives the impression that you are trying to hide something. Keep your officers informed of things that affect the organization as a whole. If they are individual complaints, try to take care of them. If the problem escalates, then take it to the Executive Committee or Board of Directors.

## **Protocol for Installing New Officers**



1. The incoming President should select her installing officer.  
Suggestions are:
  - a) a current or past county President
  - b) Republican Party chairman
  - c) a local elected official or representative
  - d) a close friend, or
  - e) the guest speaker at the Biennial Convention to name a few.
2. The current President will contact the installing officer and confirm arrangements directly.
  - a) She or her designated representative (usually the 1<sup>st</sup> Vice President) will make arrangements for lunch, prominent seating, parking, and other amenities.
  - b) The installing officer, with name and title (if any), should be listed on the meeting agenda.
  - c) When the installing officer arrives, the program chairman or the club President should welcome and seat the invited guest.
  - d) It is optional to give the installing officer a gift, but it's a nice gesture.
  - e) Before the invited guest leaves, be sure to thank and escort him/her to the exit door. This is a professional courtesy.

## **Presiding Officer Tips for Meetings** *(a few of these ideas were shared with me by Lynn Ann Reagan)*

- Arrive early to greet people, answer questions. Start on time. Opening exercises do not require a quorum. (President is not part of the quorum) Use gavel sparingly...one rap to open, etc.
- Follow the agenda that you have prepared. Plan on the time required for certain reports. If you become bogged down in unknowns or complications, you may meet with the concerned parties after the meeting or at a later date. You may need a committee to study matters. Anticipate votes or parliamentary problems that may come up. Take notes in case the Recording Secretary contacts you for clarification.
- Try to be impartial. You may speak to clarify material. If you wish to take a position, or to debate, ask the Vice President to take the Chair. The President may vote only to break a tie.
- The President should be familiar with the duties of all the Chairmen, so she may assist and oversee the success in their work.
- The club is not a fundraising body. It may raise money to support its programs and goals, but not the Republican Party or the candidates. This may be done cooperatively on a volunteer basis, separately.
- Meet with your Bulletin (newsletter) Editor to plan the reports you want published. The President has the final word on what is to be published. Have material sent to you and the editor.

- Establish the policy for publication regarding Facebook, Twitter, Webpage, Media, etc. Material should be approved by the President who has the final say. Material should be of interest to the club as a whole, and again, not advocating or chastising one of two or more Republican candidates. Personal essays should be scrutinized carefully to determine what the value is to the club. You have the responsibility not to overburden your members with material.
  - Try to keep these publications pithy, and supportive of the goals and policies and success of the club. The bulletin is never a place to vent or criticize anyone or any organization. There are other venues for such concerns.
  - Be certain that your Membership Secretary knows the process. If not, contact the County Membership Secretary for help.
  - Check the year-end report of the prior President and Chairs for guidance for the future.
- ★ **This is very important! No one wants to be part of an organization whose members are angry, or negative. We need to stay positive, on message, and always look at the glass as half full. Remember, as Republican women we are always part of the solution. We should never be part of the problem.**



About Republican Women of California

<http://www.rwcsdc.org/RWC.aspx>

Form a New Club in San Diego County

<http://www.rwcsdc.org/documents/HowToBecomeAnRWCClub.pdf>

Form a New Club outside San Diego County

<http://www.rwcsdc.org/documents/HowToBecomeAnRWCClubNotSD.pdf>

Form a New RWC Group

<http://www.rwcsdc.org/documents/HowToBecomeAnRWCGroup.pdf>

"On the March" Bulletin (newsletter)

<http://www.rwcsdc.org/CurrentNewsletter.pdf>

Recruitment Brochure (Tri-Fold)

<http://www.rwcsdc.org/documents/ThreeFoldBrochure.pdf>

Annual Club Information Form

Resources – Forms – Club Information Sheet

<http://www.rwcsdc.org/RWC.aspx#>

Contact RWCSDC: (forwarded to the President) - <http://www.rwcsdc.org/ContactUs.asp>

*President Trump is walking out of the White House and heading toward his limo, when a possible assassin steps forward and aims a gun. A secret service agent, new on the job, shouts, "Mickey Mouse!"*

*This startles the would-be assassin and he is captured. Later, the secret service agent's supervisor takes him aside and asks, "What in the hell made you shout Mickey Mouse?"*

*Blushing, the agent replies, "I got nervous. I meant to shout Donald.... duck!"*