

WORKSHOP FOR PRESIDENTS



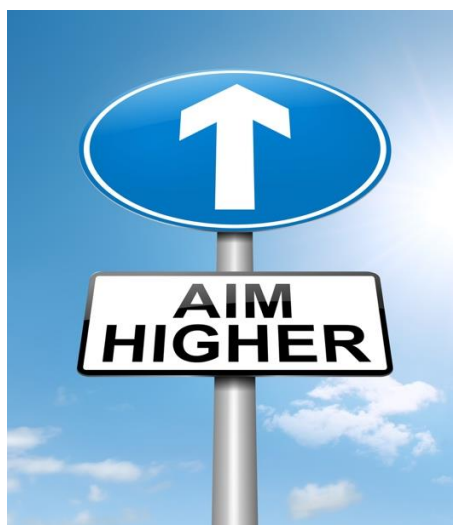
Stay Positive

1. Make a Club to-do list every day. Put the most important tasks at the top, even if they're things you're dreading ... tackle them first. Put things you like to do on your list, too.
2. Keep your lists of things to do with you. That way, if you find yourself with extra time while waiting, you can make calls or get something else done. Then line out your completed accomplishments for the day.
3. Don't spread yourself into many projects. Do a few things very well.
4. It helps to shut off your phone, no texts, don't check e-mail while you are doing projects.
5. Make it happen. It is a wonderful thing to be responsible and accountable, but don't forget to schedule time to relax.
6. Don't get sidetracked. Stay focused.
7. Get a good night's sleep. Take care of your health.
8. Have fun

IMPORTANT TIPS

You are like a lighthouse guiding and directing your team of officers and all volunteers. Together you all can be successful. Praise your People!!!

- **Plan a joint meeting with the prior year's officers and chairmen,** read past minutes, agendas, plan Leadership Conference attendance and encourage your club 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 they are not listed in your bylaws or standing rules -- Members should be: the Chair, the President, the Past President, the Treasurer, Ways and Means Chair, Programs Chair, and should include requests from the board.
- **Pay attention to your members.** See what works for your club. Remember to listen to your members. The Club members have gotten use to a certain program. Introduce new things gradually. Be a good listener!
- **Would you like to get better results with less work?** Committees work wonders. 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 from the Membership Form which should have Club interests on it for them to choose.
- **Utilize all available tools.** The Republican Women of California-San Diego County has materials for clubs. The website is easily accessible and kept up to date. Use your own club website as a resource tool. Make sure your website and administrators of social media are updated also. (see last page of this handout)
- **Appreciate your Volunteers:** All of us are volunteers. No one gets paid for any position. Presidents work for their members. We give our time, effort, money, knowledge, skills and ability for America. I thank you for all you do. You have stepped up to the plate to continue carrying the torch for your Club. What a blessing you are.
- **Carry with you:** Have a copy of your Club By-laws and your Club Directory with you at home and in your car. We can't always count on good network reception all the time so hard copies are a great backup. Also, have your membership forms and your cards with you at all times in your car. Be the Top Recruiter for your Club.



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 the Executive Committee or Executive Board.

A confidante to the President is a wonderful idea. Find yours. Someone you can explicitly trust, who can help guide you, inspire you and be kind to you. You may want to meet with them, have lunch and talk things over. It takes time to learn. Be proud of your accomplishments.

Caring for America should receive the important publicity it deserves. The President makes certain that all important, necessary information is distributed to the members. 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 VP. A president may speak, however, to clarify information discussed.

The RWCSDC organization or the RWC Clubs are not a fundraising body for the party or candidates. This may be done cooperatively on a volunteer basis, apart from the club.

Presiding Officer Tips for Meetings (from several past County Presidents)

- Arrive early to greet people, answer questions. Be the example you want to see. 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. You may want to have your agenda approved by consensus right after opening your meeting. Plan on the time required for certain reports. Limit time on reports to keep the meeting moving. If you become bogged down in unknowns or complications, you may meet with the concerned parties after the meeting or later. 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. Be an encourager to your team.
- Read and re-read your bylaws and purchase the latest edition of Roberts's Rules of Order- Newly revised). Mine was the 12 th edition.
- 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. Be very careful what goes into your newsletter. Have articles sent to you and the editor. Make sure it is proofread prior to going out to members. No spelling errors please.
- 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, and again, not advocating or chastising one of two or more Republican candidates. Personal essays should be scrutinized 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 supportive of the goals and policies and success of the club. The bulletin is never a place to vent or criticize 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.



About Republican Women of California

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

Individual Membership Form

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

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>