



## **ROLE OF THE PRESIDENT**

1. Delegate;
2. Support club leaders and encourage their involvement;
3. Train Others and Build New Leaders;
4. Help set goals for club leaders. Members, and yourself;
5. Oversee all functions of the club to ensure things run smoothly and correctly;
6. Serve as the Liaison to the RWCSDC, Members, and the public;
7. Be the "Morale Booster;" and
8. Help the Club to be the best version of itself.

# PUBLIC SPEAKING

1. Get out of your comfort zone.
2. Pretend you are having an informal conversation.
3. Initiate the conversation. Engage with or start with people you know, then go to those with whom you are only familiar.
4. Get people to talk about themselves.
5. LISTEN to what they have to say.
6. PRACTICE.
7. BELIEVE IN YOURSELF.
8. Have a mantra: "I am not afraid to get out of my comfort zone." "I can become a good speaker." "I will be a good speaker."
9. Use visual aids. Business cards are great.
10. Watch your body language but be enthusiastic.
11. Do not be a fake! You will be caught at it!
12. Watch the humor. Not everyone is ready for it. Read the room, so they say.
13. Practice, Practice, Practice.

## **GENERAL INFORMATION FOR THE CLUB PRESIDENT**

### The Club President:

Is a member of the RWCSDC Board of Directors and is expected to attend all RWCSDC Board meetings for the entire agenda and all sessions of the Conventions to receive all important information. The Club President is the highest Club Executive Officer and is the liaison between RWCSDC and the Club.

### The Club President should:

1. Have a thorough knowledge of their Club's bylaws, standing rules, policies, and a working knowledge of RWCSDC, its objectives and organizational procedures.
2. Be familiar with the RWCSDC Bylaws and Standing Rules.
3. If unable to attend a RWCSDC Board meeting, arrange for another Club Executive Committee member to attend the meeting (with a vote). It is important that the RWCSDC President be notified as early as possible prior to the RWCSDC Board meeting when the Club President will be absent and if an alternate has been selected.
4. Be responsible for sharing with the appropriate Officers or Chairs all information received, whether it is via e-mail or hard copy.
5. Invite other members from the Club to attend RWCSDC Board meetings, especially when the meeting is nearby. All members are welcome to attend any of the RWCSDC Board meetings.
6. Be willing to ask for assistance from RWCSDC Officers before a problem grows too large to be handled comfortably.
7. Maintain a positive attitude that becomes contagious to other officers and members of the Club.
8. Assist with the organization of new clubs. This is an important part of the work of RWCSDC.
9. Prepare in a timely manner all reports and information requested. Meeting deadlines is extremely important.

### Attire:

Board meetings are working meetings and comfortable business attire is recommended. It is advisable to bring a jacket or sweater as air conditioning is often unpredictable. The fundraisers are customarily dressy. Guests are always welcome, with reservations made through a Club.

### Awards and Honors Received:

When the Club is called to receive an award, the Chairman (if present) should accept it. This is her moment in the SPOTLIGHT! Some Club Presidents prefer to accept the Club Award with the Chair, which is acceptable.

### Dues:

It is the Club President's responsibility to see that the RWCSDC per capita dues are sent to the RWCSDC Treasurer along with the roster by the deadline date.

It is most important that you stay on top of this as it could be the only indication of Clubs that are in trouble or at risk of withdrawing from RWCSDC. Keep in close touch with your RWCSDC President and the RWCSDC Membership Vice President.

It should be noted that each member who joins a RWCSDC Club through her dues automatically becomes a member of her Club. No one is considered a member of RWCSDC until dues have been paid to RWCSDC. The Club holds the member's dues in trust until they are sent to the Treasurer. The Club does not pay the RWCSDC dues - members do.

#### Club Changes:

It is important that all changes in Officers at the Club level be reported to the RWCSDC President and the Corresponding Secretary for communication purposes.

#### Suggested Procedure Within the Club:

1. Teach by example. Use good parliamentary procedures, correct protocol, have a positive attitude and say nothing negative about others, RWCSDC, your job or how someone else has done a job. Most of all, be kind to each other. If assistance is needed in any of these areas, please ask for help from RWCSDC Officers or Chairs.
2. Work with all Club Officers to set goals, develop plans, and set special meetings and/or events. Be a united team.
3. Assure that all Club Officers and Chairs receive procedures from their successors and are given a detailed orientation on their responsibilities and what is expected of them. They should be encouraged to develop and create their own ideas and goals for carrying out their duties.
4. Use a "scripted" agenda for all meetings and give each Club Officer and member a copy of the "unscripted" agenda. It is a good idea to give the Recording Secretary a copy of the "scripted" agenda for the Minutes.
5. Start meetings on time, end on time, and put some fun and humor in your meetings. It is possible to have fun and still get the job done. Be sure to schedule time at each Club meeting to bring to your members any information received at the RWCSDC Board meeting luncheons. This is why they pay dues to Club and RWCSDC. It is your responsibility as Club President to see that this circle of information is not broken.
6. Attend as many other Club functions as possible and invite other Club Officers and Chairs to attend with you. Share newsletters with other clubs.
7. Attend community-based meetings and events of importance to the Club to get the name of RWCSDC into the community. Network within your Club as much as possible.

8. Keep good records and reports for your successor.
9. Although not required, purchase small gifts to give to any of the Officers, Chairmen, speakers or whoever you wish to thank on occasion.
10. Keep the Officers, Chairs, and all members informed of meetings, proposed projects, or planned changes. Informed members are happy members.
11. Invite the RWCSDC President to visit your Club to speak at least once.
12. Introduce the RWCSDC President when she attends your Club meeting. The membership rises in recognition of the OFFICE one time only.
13. Communicate with all members through a Club Newsletter, by phone, email, or in person. Personally stay in touch with members who miss a meeting and direct a list of items for the "telephone committee or email tree" (if there is one) to share with all members.
14. Direct the official correspondence of the Club. The Corresponding Secretary should be responsible for conducting the correspondence.
15. Analyze the Club membership. Keep abreast of changes in membership, changes within communities, and guide the Club to accommodate any needed "changes". Interests change, members change, communities and Clubs change. Plan to have membership surveys and/or rap sessions to determine the interests and concerns of the majority of the members and guide your Club in that direction.
16. Place everything on a master calendar (RWCSDC, Club, Club meetings and events.) Also include deadlines on this calendar according to RWCSDC and Club Bylaws and Standing Rules.
17. Set up a time for long range planning.
18. Delegate - be a part of the TEAM!
19. Do not plan to change things without consulting the Board. Most of all, do not "spring" surprise changes! Members typically do not accept this type of change well. Keep control of the meetings. If a member asks a question of another member, repeat the question, and ask the person to answer it.
20. If two or three members start talking together, tap the gavel once and ask that all remarks be addressed to the Chair. Call only on Officers, Chairs or members who have a report. Encourage members to ask questions. Discourage negative remarks. The President always remains neutral.
21. Give credit to others. Members will work harder if credit and compliments are given.
22. Evaluate Club meetings and attendance at Club meetings. Take any necessary action to make meetings more effective.
23. Ensure that Committees meet goals and timelines are established and met.

LEADERSHIP  
IS ABOUT MAKING OTHERS  
**BETTER** AS A  
RESULT OF YOUR PRESENCE  
AND MAKING **SURE**  
THAT IMPACT LASTS IN YOUR  
**ABSENCE.**

*abbi*



## **RWCSDC Standing Rules Information for the Club President**

### **Background:**

Strike out of “must” and “will” for “shall” - this is a language clean up.

“SR #14. Any Regular member may attend Executive Committee meetings, provided she notifies the President in advance as to the purpose, with the understanding she does not have a voice, unless recognized by the presiding officer, or vote.” This states explicitly that members can address the ExCom but also what their rights are. We wanted members to know that they could come to a meeting but couldn't take it over. This is really stated in who has a vote and voice at ExCom by bylaw. Members have none, but the President can always extend voice to whom she wishes; hence, the prior knowledge of someone coming and subject that they would like to speak on. This could be a good practice for the Club Board or Executive Committee.

### **Procedures:**

First, ask for a motion to approve and accept the changes to Standing Rules as proposed. Move, second, pass on an overwhelming voice vote. DONE! This is what most likely will happen. Remember that the President conducts the voting after the motion.

But... If it goes to motion, second and in during discussion someone wants to make any of the changes, then it should be an amendment to the main motion. The amendment must be moved, seconded and voted on before the main motion. Review Roberts Rules of Order. If the changes pass, then they are incorporated into the main/ original motion and voted on as changed. This process may be done until there are no more requests for changes.

Because accuracy of language is important, to propose an amendment, it should be written out and three copies provided. One for the chair/president, one for recording secretary and one for the member to read into the record. The member reads this from the floor and not from the podium. The President will repeat the amendment before the vote.

It is best when in the middle of this to keep an eye on recording secretary to make sure she is not getting overwhelmed with changes. You can always slow things down by saying to recording secretary to read back what the changes are so far. This will give a moment to make sure everyone is on the same page. The President will repeat the amendment before the vote.

### **Voting:**

If the vote is overwhelming, I always let it go through, never questioning who voted. The issue is sometimes members think that they can vote. If it made no issue to the outcome, I didn't do anything that would make people feel uncomfortable.

If the vote is not obvious as to which way it went, the President will need to do a roll call vote. I have found raising hands is difficult in a big room to see who is voting. It is best to put in your folder a list of who can vote. Remember, Chairmen of Standing committees and Special Appointments do not have a vote at the Board of Directors meeting unless your Bylaws indicate otherwise.



Some things you might need to include--

Roster (yearbook)

Newsletter

Website

Zoom and other electronic communications

Facebook

Hybrid meetings (equipment) computer, camera, Mic and Sound Equipment, etc.



Budget for other ways of communicating or keeping in touch—

RWCSDC Luncheon Meetings

RWCSDC Convention

Cards and letters

January Leadership Workshops



**BOARD OF DIRECTORS/GENERAL MEMBERSHIP MEETING**

**Monday, March 11, 2019 ♦ 10:00 a.m.**

**Crowne Plaza San Diego-Mission Valley**

**AGENDA**

- ★ Call to Order – 10:00 a.m. President Rosalia Zamora
- ★ Invocation & Americanism Lorraine Place, Chaplain/Americanism
  - Pledge of Allegiance to the Flag of the United States of America
  - Patriotic Song, “God Bless America”
  - Americanism Message
- ★ Establish Quorum / Introductions / President’s Update Rosalia

*Members and guests, I am pleased to introduce those seated at the head table. To my far left is: Mary Anne Wentink, Treasurer, who is standing; Lorraine Place, Chaplain and Americanism Chairman; Judy Rees, Voter Registration Chairman; Karen Dale, Corresponding Secretary; Jeanne Bunch, Recording Secretary; Suzanne Santos, Parliamentarian;*

*To my far right is Waskah Whelan, 4<sup>th</sup> Vice President; Patti Siegmann, 3<sup>rd</sup> Vice President Ways and Means; Mary Scyocurka, 2<sup>nd</sup> Vice President Membership; Paula Whitsell, 1<sup>st</sup> Vice President Programs; and I am your President, Rosalia Zamora.*

*As per our bylaws, the Executive Committee filled the vacancy of 3<sup>rd</sup> Vice President Ways and Means and it gives me great pleasure to announce that Patti Siegmann has been appointed to that position. We are looking for a co-VP and a committee to help her. If you are interested, please see me or Patti. Please stand Patti and be recognized. The Executive Committee ratified the following appointments: Lorraine Place (Americanism/Chaplain), Suzanne Santos (Parliamentarian/Bylaws Committee), Judy Rees (Voter Registration) and Amy Savacool (Education). The following Executive Committee positions are still vacant and we are looking for volunteers: Finance Committee Chair, Legislation Chair, and Public Communications Chair. Please see me if you are willing to serve. We need you.*

*I am very happy to announce that all clubs are represented today. We are also honored to have members of the Carlsbad RWF attending, three of whom are members-at-large. A quorum is present with 90 in attendance.*

*As you may know, the President of the National Federation of Republican Women has made a one-time offer to our members of a two year Member-at-Large membership for the price of \$25, which is usually the dues for one year. Important to note is that NFRW must receive your application and dues on or before March 31, 2019. The information is attached to your agenda.*

We have two special guests attending today: Jordan Gascon, executive director of The Republican Party of San Diego County and Ashley Hayek, founder of Golden State Consultants.

Do we have any guests with us today who have joined us for the first time at a meeting? Please stand.

Do we have any other guests who have not already been recognized? If so, please stand.

Anybody have a birthday in March? If so, please stand. (sing Happy Birthday)

- ★ Approve Minutes - February 11, 2019 Convention Jeanne Bunch, Recording Secretary  
Jeanne to briefly give Executive Committee recommendations of the February 19 meeting.
- ★ Treasurer's Report / Ratify Checks / Proposed 2019 Budget Mary Anne Wentink, Treasurer
- ★ Campaign & Precincts Waskah Whelan, 4<sup>th</sup> VP
- ★ Membership Mary Scyocurka, 2<sup>nd</sup> VP  
*California Republican Party Convention – table and try at the central committee meeting at least once*
- ★ Corresponding Secretary Karen Dale
- ★ Voter Registration/Fair Booth Judy Rees, Chairman
- ★ Programs Paula Whitsell, 1<sup>st</sup> VP

*MORNING SPEAKER: JORDAN GASCON, Executive Director  
The Republican Party of San Diego County*

- ★ Recess (social, visit vendors. Please be seated for lunch at 11:45 a.m.)
- ★ Club Announcements Club Representatives

*AFTERNOON SPEAKER: ASHLEY HAYEK  
Founder, Golden State Consultants*

- ★ Opportunity Drawings Lorraine Place/Patti Siegmann
- ★ Benediction Lorraine Place, Chaplain
- ★ Adjournment

### **NOTES TO CALENDAR:**

March 11 San Diego Republican Central Committee (caucuses will meet)

March 20, April 17, May 22, June 19, July 10, August 21, September 17: (Judy Rees)  
New Citizens Voter Registration: Come help us register new U.S. citizens as Republicans.  
Time: 10:00 am - 12:00 noon. Location: Golden Hall – 202 C Street, Downtown San Diego

Please view events on our website: <http://www.rwcsdc.org/Calendar.aspx>