

Barbara Briley Beard

August 16, 2022

Club Presidents, 101

9 - 10 AM via Zoom

**President**

President - the official hostess of the club.

1. Conducts the meeting; does not dominate it. She is gracious, considerate, tactful, poised, and well groomed.
2. Has a working knowledge of parliamentary procedure and comes to meeting prepared with an agenda.
3. Is knowledgeable of club and Federation procedures and bylaws.
4. Is knowledgeable of the club and Federation projects and guides ~~the~~ <sup>THE</sup> club in the selection of those best suiting members' needs.
5. Attends all county, district and state meetings of the Federation; and GFWC meetings, if possible. She encourages members to do likewise.
6. Keeps an up-to-date procedure book (which includes all vital information) as a courtesy to her successor.
7. Continues worthwhile work begun by predecessors; but does not fear change when it is indicated.
8. Never takes action on important items without the knowledge and permission of the membership and keeps the membership informed at all times.
9. Channels correspondence or information to the proper persons.
10. Never criticizes fellow officers or chairmen to others (if she has a complaint, she will speak directly to the person concerned), is loyal to the club, officers, and members.
11. Begins and ends meetings on time.
12. A good President is first of all, a good member.

Have fun in your  
Presidency!

Blessings,  
Barbara

CALIFORNIA FEDERATION OF WOMEN'S CLUB  
2022-24 CALENDAR

**2022**

July 28-30	CFWC Summer Board Meeting	San Ramon Marriott
August 18-22	GFWC Board of Directors	Fairmont, Washington DC
August 25-29	Wester States Region Conference	Anchorage, Alaska
September 15-17	CFWC Fall Board Meeting	Hilton, Orange County

**Area Conferences**

October 1	Area A Conference
October 8	Area B Conference
October 15	Area C Conference
October 22	Area D Conference

**2023**

February 24-25	CFWC Winter Board Meeting	NORTH
May 17-20	CFWC State Convention	Orange County
June 10-13	GFWC Convention	Louisville, KY
August 24-27	Western State Region Conference	Oregon
September 15-16	CFWC Fall Board Meeting	SOUTH

**Area Conferences**

October 7	Area B Conference
October 14	Area C Conference
October 21	Area D Conference
October 28	Area A Conference

**2024**

February 23-24	CFWC Winter Board Meeting	NORTH
May 16-18	CFWC Convention	San Jose Area
June 29-July 2	GFWC Convention	Chicago, IL