



CFWC Workshop Paperwork

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CFWC President

President 101

I am President; what's next?

2022 to 2024



AUGUST 16, 2022

9:00 AM

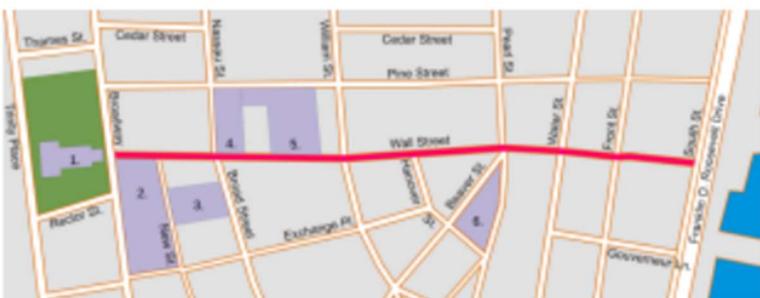
Are you apprehensive about being a Club
President? Who isn't?

Let's calm the fears with knowledge and fun
as we learn together.

I have just been elected Club President– Oh My! What is next?

First thing– think about what you want the Club to do
& where you want the Club to be at the
end of this Club year.

Second thing– set some goals so you know the direction
you & your club is headed. Share those goals. Better
yet ask for help from the Club members to come up
with 3 to 5 goals depending on the size of your club. Give
the members ownership of the Club goals. You can always
add more later or change them later if you need too.



Third thing– now you have goals– think of some ways
to reach those goals with the help of your membership.
The more the members that are involved the better & easier
it will be to reach those goals. You are making a
road map of where you, the Officers & Club members
want to go in the next year.

Make sure the members are along for the ride.
Make sure you are not stepping on the current
President's toes as you get ready for your term. Some
Club rules say not to start until a certain date.

Next thing is add the officers or chairmen who have not been elected.

These are the members you can assign jobs too.

You may not have had an installation or a meeting yet.

This is the planning stage. Remember that it is never to late to do some planning.

When it is your time to start, have a meeting with the Officers & talk about who does what to whom & about fund raising, a budget & a time table. All of these thing should be in your plan & line up with your goals.

Also at every meeting there should be an agenda that everyone gets ahead of the meeting. Surprises are for children not for Club members or Officers.



Does your Club meet during the Summer? Some do.

Know that & plan for that meeting or meetings.

If not maybe have something fun to do so everyone can enjoy the Summer, a picnic, a party or a field trip.

Mechanics of being President– Elect

Things you need to know

- You need to know your Club Bylaws.
- Know when your club meetings are held & where.
- Know when things have to happen, like nominations need to be made or committees have to happen.
- Know if you have to make arrangements for meals or not.
- Send out emails to all members to keep them in the loop.
- Send out note cards to members to keep them in the loop.

If your Club is large-only to chairs & officers.



- Stay healthy.
- Know how to write an Agenda & send it by email to everyone or have it in the newsletter that is sent to everyone. This save the cost of printing it.
 - You should have a business card–
 - Suggestion—name, position, club name, phone number/s where you wish to be contacted at, email address, Facebook page of Club, & web site of Club.

Do not if possible put your home address on your card.
We have had issues with that. You have given them several ways to contact you.
Put Club meeting information on the back.



More mechanics

- Be prepared!
- Know that some ladies delight in tripping you up.
- Use a master calendar.



- Be organized.
- Know that members want to spend time with you before & after the Club meetings. Plan for it.
- Ask your Officers to call you & give you input on the Agenda & what they are going to say.
- **Start on time & end on time**—no matter what. That is what your agenda is for.
- Know how to handle a motion. What do you say.
- The Club President & the Treasurer are responsible for the Club Information form. The form used to pay your dues to District & State. The President Signs it.
- Try to use good English. Please do not talk in the 3rd person, or write in the 3rd person. Some people believe that this is one place bad English is acceptable. It is not.



FEBRUARY 24, 2021

Wednesday

Zoom- or location

**(subject to change) **

Women's Club of the Greater City

11:00 am Call to order

Pledge of allegiance to the flag- name

Inspiration- name

Introductions past presidents, officers & guests

Speaker: Lisa Peat, THE Taylor House

Approval of minutes—

Treasurer's Report- Approval of bills & Treasurer's Report as sent in Newsletter – name

Correspondence Report; - name

First Vice Presidents' report-name -3 minutes

Second Vice President's report – name- 3 minutes

President-report- name –3 to 5 minutes

Committee reports- names them if you have reports

Unfinished business: please keep reports to 3 minutes in the interest of time. (listed here)

New business:

Announcement's

Birthdays- Sunshine person's name

Next meeting: March 24th 11:00 am meeting

Collect

adjourned



Agenda

This agenda is a sample agenda.

The order of the beginning depends on if you are starting with a simple or fun inspiration. We at my club often start with the Collet instead of an inspiration. Many clubs end with the collect.

It is your choice. If you do not have a prayer the order on the agenda is correct. The correct order is:

GOD— COUNTRY—CLUB

Some clubs do their business before the speaker. We do not because the speakers often have other things to do.

It is not nice to make them sit through all of our business just so they can speak. But again it is your choice where you place the speaker. We also eat after the meeting. You can stop at any time you choose to eat. So the agenda can be made to fit your club meeting.

Make the Agenda fit your Club.

This is just a sample.



More mechanics



- Check out last year's CFWC Yearbook. You as the Club President should get an e-copy of the new Yearbook or the update.
- Don't pound the gravel, tap once to start or end the meetings.
- Keep the meeting going. Try to encourage speaker to move things along. Put a time for the speakers on your agenda. It helps.
- Have a plain piece of paper to make notes as needed.

Use a clock at the lecture. I have one I use. Big enough to see the time without an effort.

- As president you don't get to talk about a motion. Remember you can't take sides.
- Ask the parliamentarian if your not clear on what to do next. If your club doesn't have one- stop & say I need to check something & look it up if it is a problem. Just don't take to long.
 - Delegate work. Let me say that again, Delegate work. You can not be the chairman of everything & you should not be the chairman of anything, if possible.



- You check on projects with the chairmen to make sure no one fails. Your job is to make sure no one fails. Help when needed.
- Send articles about projects or special members to the *CA Club woman Magazine*. If you have a PR chair have them do that. Remember photos are a must.
- Let your members ask questions if they don't understand. Answer them to the best of your abilities. When you can't answer them, say I will get back to you or I will put the answer in the newsletter.
- You most likely are on the District board as a voting member. This means you have additional meeting to attend as the Club President representing your club. Check with your District for the where, when & how many.
- The Area meetings are put on for you & your Club members to help you all understand more about how Club, District & the State levels work. You should plan on attending your area meeting if possible if not you may attend any area meeting as they will be close to the same. They are in October each year.





PROJECT REPORTING SHEET

Project Name:

Chairman/Co-Chair(s):

Other Important Things

Make some boundaries, just because you are Club President members may think they can say & do whatever they want to you.

Remember this you are responsible for your Club.
"It is your Circus & they are your Monkeys."



Be honest.

Don't fight with members.

Never hurt anyone.

Look nice, clean & smell good. Jeans are okay if they look good. Stylish.

We still write Thank You cards. An email is okay if they are a very good friend.

Help the Treasurer by letting everyone know when the dues are due.

Help your Recording Secretary by making her a special agenda with the names of all the people who will be introduced already filled out & large empty spaces in between each part/ section so she can make notes right on the agenda. It could be pages long.

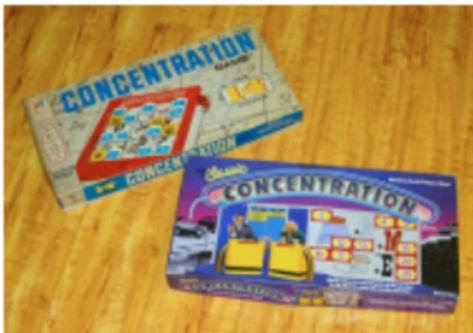
Reports, who does the reports in your club. Each Club is different. That is one of the beauties of our clubs. We are all different. You may or may not be responsible for reports. If you were the First Vice President before being President which I would suggest. You already know this answer.

Laugh! Have fun! You set the stage for the meeting.

If you're having fun up front, everyone else

will have fun. It is okay to have fun.

Laugh when something is funny.



Play some games. Especially at Holiday meetings.

Speakers may be chosen by you or a member whose job it is to find speakers. Try to make it fun. It is hard to want to go to a meeting that has as the guest speaker a Funeral Director. Yes, we need to know about funerals but maybe not the best speaker.

Do not take yourself so seriously. You will mess-up.

Just correct the goof-up & move on. Laugh when you make a mistake. It takes the wind out of the sails of the person who wants to say you did wrong.

Own your mistakes.

Now you have some hints on what to do as the New President of your Club. These hints will also work as a new District President.

Have fun & the members will have fun.

Make the job your own. Dance your own dance.

Have a special theme
that the members will enjoy &
that is YOU!



There are many booklets in the drop box to help you do things like Plan & Goal Set, Be a Leader & other things like Report Writing. Use them & this booklet to help you. There is a lot of information out there.

Google whatever you wish & learn more.

