



The Making of a President

Specific skills to be a good leader and to run productive meetings

Reference: “The Leadership Challenge” by James Kouzes and Barry Posner

- Leadership is an identifiable set of skills and abilities available to all of us.
- There are 5 practices – areas you can work on to become a better leader.
 1. Model the Way
 2. Inspire a Shared Vision
 3. Challenge the Process
 4. Enable Others to Act
 5. Encourage the Heart

President as Leader and as Presiding Officer

The president as a **leader** provides advice, guidance, and planning for the club.

- Examine and evaluate your club. Use the SWOT Analysis. Resources include Club Quality Initiative, Community Needs Assessment, and How are your ratings?
- Set SMART goals. SMART stands for: Specific, Measurable, Attainable, Relevant, and Timely
- Use the action plan method with steps assigned to people with timetables. How? Who? When? Done?

SWOT ANALYSIS

	Helpful	Harmful
Internal	Strength	Weakness
External	Opportunity	Threats

Goals and Action Plan

	How	Who	When	Done
Goal #1	Action step a			
	Action step b			
	Action step c			
Goal #2	Action step a			
	Action step b			

The president as **presiding officer** sets the agenda, appoints committees, and runs the meetings.

- Knowledgeable about club’s mission, by-laws, requirements, policies, procedures
- Use written agenda to keep track of business and time
- Demand good minutes and good financial reports
- Maintain a sense of decorum
- Use Robert’s Rules of Order
 - Utilize “Unanimous Consent”
 - President should not make a motion
 - President may vote only to break a tie or if by secret ballot

Efficient Meeting vs Effective Meeting

The President in **leadership** mode is concerned with an **Effective** Meeting

The President in **chairperson** mode is concerned with an **Efficient** Meeting

- Efficiency is doing things the right way.
- Effectiveness is doing the right things.

Efficient Meeting:

- Use good presiding skills (written agenda, start/stop on time, Robert's Rules)
- Ground rules (expectations of members):
 - ✓ Show-up early and come prepared
 - ✓ Stay mentality and physically present
 - ✓ Stay on point and on time.

Effective Meeting:

- Meetings should have a purpose or goal.
- An effective meeting accomplishes a purpose and creates value for the organization.

Purpose of a business meeting:

- Make a decision
- Set a goal
- Assignments / Plan a project
- Analysis / Evaluate a program
- Idea generation / Brainstorm
- Solve a problem
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Additional purpose of an organization's meeting:

- Perform service
- Fellowship
- Entertainment
- Education / Training
- Inspiration / Motivation
- Celebration
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Board of Directors vs Club Meeting

Board meeting should use more of a business-related agenda

Club meeting should use more of a member-focused agenda

Robert's Rules of Order

All of parliamentary law rest on two basic principles:

- The right of the majority to rule
- The right of the minority to be heard

Important Concepts:

- Decorum is a sense of parliamentary courtesy
- Quorum is the minimum number of members who must be present for the transaction of business. Correctly defined as “more than half.” At a convention, a quorum is a majority of registered delegates.
- “Unanimous Consent” is a procedure on deciding an action without a formal motion. When there is evidently no opposition, the chair can specify an action and state if there is no objection, the action will be considered adopted. Example: “Are there any additions or corrections to the minutes?” {pause} “Hearing none, the minutes are approved.” Appears in minutes: Minutes of previous meeting were approved. Note: if there is an objection, then a formal motion is required.
- Motions take a majority vote to be carried, unless it is changing something already adopted, then it requires 2/3 vote.

Steps of a Main Motion:

- Member obtains the floor
- The motion is made
- A second is made (if no second, motion dies and does not appear in minutes)
- The motion is stated by the chair. (very important)
- Debate.
- Call for the “Question” (ready to vote)
- Vote (both positive and negative vote must always be taken)
- Declare the results (verify the results if close)

Secondary Motions:

- ❖ Table – lay aside a motion until the assembly wants to resume its consideration
- ❖ Postpone – delays action on a motion until a later stated time
- ❖ Refer – send the motion to a committee
- ❖ Amend – change the wording of the main motion. An amendment must be germane (closely related) and seconded. Vote on amendment first then on the main motion.
- ❖ Point of Order – an assertion that a rule is being violated
- ❖ Division – a demand that the chair verify the vote
- ❖ Withdraw - allows the mover, who realizes it was an ill-advised motion, to remove the motion from the floor. The effect is the same as if it had never been made. It does not appear in the minutes.

Special Rules for the presiding officer:

- Must relinquish the chair to make a motion
- May vote to break a tie or if by secret ballot