

Presidents and Secretaries, Come together!



Your trainers today are PCC Mark Kelso and CS Francis English

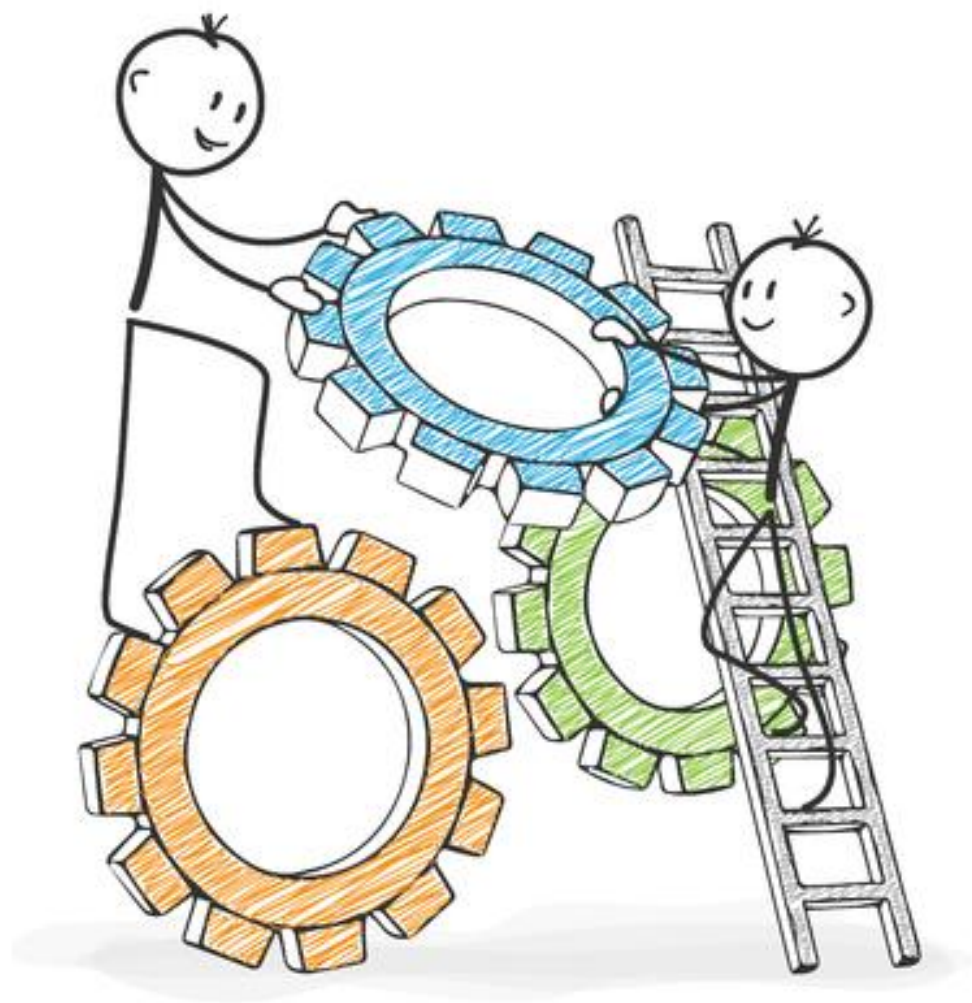
The truth is that
teamwork is at the heart
of great achievement.

John C. Maxwell

Agenda:

- Role of Presidents and Secretaries as the face of the Club
- Building an Agenda
- The Benefits of using Motion Sheets/Motion Log
- Club Calendar - Important dates
- Communication Communication Communication - Email Protocol
- Roberts Rules
- Discussion





Role of President and Secretary –

- Face of the Club
- Roles and responsibilities outlined in the C&BLs
- Who is in charge?

YOU ARE A TEAM



Agenda

- Sets the course of the meeting
- Meetings should have a consistent flow
- Opening
 - President's remarks
 - Attendance
 - Quest speaker (if applicable)
 - Review of previous minutes with business arising
 - Treasures report
 - Correspondence (motions arising after all correspondence presented)
 - Committee reports (Motions arising as reports received)
 - New Business
 - Anything for the Good of Lionism
 - Adjournment



Motion Sheets – Motion Log...

MOTION SHEET

Moved by: _____ Seconded by: _____

Motion: _____

Disposition: _____ Motion # _____

- Have the mover provide wording for the motion
- Ensures consistency and eliminates confusion
- Can be prepared ahead of time for motions resulting from committee reports
- Motion Log – creates an enduring record easily searched for past motions



Establish the Club Calendar

- To keep the members engaged and foster meaningful involvement, and make it readily available for the club members.
- Include monthly club and board meeting dates, Club Anniversary, special events.
- Make note of the club meeting or event that includes the district governor's annual club visit. Also note visitation dates for Region and Zone Chairs
- Include District events – District Governor Advisory Board (zone meetings). Region meeting, Cabinet meetings, Annual Convention, Training events



COMMUNICATION
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COMMUNICATION



Distribution of Minutes

- According to Robert's Rules, aren't the official minutes *until the members approve them*.
- The secretary drafts the minutes and sends copies to the members for them to read before the next meeting.
- Some Secretaries send the draft minutes to the President for their review before sending to the members.
- The members then come to the meeting prepared with any corrections.



Correspondence

- Secretary usually collects the mail, receives phone messages and e-mail .
- All correspondence should be reviewed and passed to the President before the meeting
- All correspondence should be read or summarized to the membership before their request are dealt with
- It is important that any correspondence with a request is answered even if the request cannot be granted.



E-MAIL ETTIQUETTE

Email is how many businesses communicate. It's fast, easy, and accessible. Plus, email is permanent. If you forgot what you were asked, simply find the last email thread for the answer. Email is also effective at disseminating information among team members.

Before pressing send, make sure you're using email as an appropriate form of communication. Emails should be used to send information that is:

- Relevant.** Use email when a quick call or face-to-face conversation won't suffice. Emails should be necessary and relevant to the receiver.
- Timely.** When time is of essence, email can be the perfect tool. It allows you to send relevant information quickly to everyone on the team.
- Content-rich.** When file attachments or links to web-based material need to be shared, email is an effective tool to do that.



E-MAIL ETTIQUETTE (cont'd)

Subject line is detailed enough that the recipient immediately knows what the email is about and can respond appropriately.

Some P's and Q's when using email as a communication tool:

- Avoid all caps, exclamation points and slang
- Overuse of bold, italics and underlining voids emphasis
- Be respectful with your tone
- Be mobile-friendly with short and concise messages
- Be careful when trying to be too funny – humour is subjective
- Salutations and Closings should be respectful and professional
- Create a professional signature
- Respond timely and appropriately
- DO NOT REPLY –ALL unless requested
- Proof-read, prooph-read, proof-read.



Roberts Rules

- May seem old fashioned – but serve a great purpose to keep business moving.
- Motions require a seconder to be put on the floor for discussion.
- A motion can be amended and does not need approval of the original mover. The amendment is voted on first.
- Only one motion can be dealt with at any one time.
- Only one person speaks at a time after being recognized by the chair (etiquette dictates that you stand unless unable). The chair can limit discussion by putting the motion to a vote.
- If the President wants to make a “motion” they shall hand the gavel to a Vice president and relinquish the chair for the remainder of the meeting.





TOGETHER WE ACHIEVE MORE

- Working together as a team displays cohesion to your club members.
- Build meeting agendas together, ensuring business from previous minutes is brought forward to the next meeting.
- Establish a calendar early in the year highlighting club meeting nights, District Advisory Meetings, District Officer visits, events, etc.



TEAMWORK
IS THE ABILITY TO
WORK TOGETHER
TOWARD A COMMON VISION
THE ABILITY TO DIRECT
INDIVIDUAL ACCOMPLISHMENTS
TOWARD **ORGANIZATIONAL**
OBJECTIVES. IT IS THE FUEL THAT
ALLOW COMMON PEOPLE TO ATTAIN
UNCOMMON RESULTS

