

## **Ten Suggestions for a Club President**

1. Don't micro-manage! Don't remind! Don't criticize! Every member of the board is an adult with a job to do, trust them to do it. Bite your tongue when they don't do it exactly the way you would have. Let them know you are available for help if and when they need it. When providing suggestions for how to improve their job, make sure they know it is a suggestion. Not every one of your ideas will work for someone else.
2. If you assign a 'special project' to a board member, in addition to their regular duties, be clear in what you want them to do, but let them figure out how to do it. Since it is a 'special project', it is ok to ask that they let you know the outcome of the project.
3. Take the heat and don't make excuses. When something goes wrong, the President takes the ultimate responsibility. Smile, apologize if necessary, and thank the person who pointed out the mistake.
4. Always give criticism and suggestions for how to make each job better in private! A Board Meeting is not the place to point out someone's errors. They probably know it, and nothing can be gained by humiliating them in front of the board!
5. Take responsibility. Don't hand down follow-up activities to any other board members or outsiders. As president, it is your responsibility to see that the board members fulfill their duties.
6. Don't require that every board member report to you on everything they do. If they do, you will go crazy trying to keep up with everyone, and they will invariably forget to report something. Everyone works in different ways, let them work in theirs, even if something that needs to be done doesn't get done until the night before the meeting. When/if it doesn't get done at all, keep in mind it's not the end of the world, and refer back to Item 4.
7. Don't spend all your time at a general meeting taking care of club business. You are the 'face' of the club for many members. Mingle, get to know them, and let them know you are available if they have questions, problems or suggestions.

8. Attend Federation Meetings. Go early so you can socialize while you're there, and get to know other club presidents, sometimes they will pass on good ideas. Share yours, and listen to theirs.
9. Keep your President-Elect up on what is going on, but do not burden her with jobs you cannot find others to do. Her job is to assist with committees and special projects, not replace you. She needs to watch and learn, set a good example!
10. Keep board meetings short. Use your gavel to remind them to keep focused on business. Anyone who wants to socialize can do so when the meeting is over, but those who work and need to get home may not want to hear it. They are less likely to return to a board position if the meetings are too long, so cut the chatter with a rap of your gavel and get back to business. As a bonus, you will get the praise for keeping them short and making them effective.