



How To Be A Good EH Club President

1. Be Informed:

- a. Attend county, state, officers training, leader training, etc., when possible. A good president should be well informed. You will find that your meeting will go so much smoother with less confusion.

2. Be Organized:

- a. Before you start your term of office have your leaders, hostesses, telephone committee, project chairman, sunshine and devotion chairmen, etc., appointed and ready to start the new year.
- b. Get new members involved ... pair them with the older members so they will feel better about being a leader or on a committee.
- c. Delegate ... you can't do it all by yourself.
- d. Plan workshops for the year that are of interest to the members. Resource people from other areas are always available.

3. Start Your Meetings On Time:

4. Have An Agenda For Each Meeting:

- a. Work with your secretary on the agenda before each meeting.
- b. Your agenda should include.
 - Welcome to Guests. When you have a visitor or prospect, follow up with a call or note thanking them for visiting your club.
 - Inspirational Thoughts.
 - Roll Call. Don't spend too much time on roll call, but let people talk when they want to. Sometimes that is the only time they will participate.
 - Eye Openers. This is something made or a new idea to be shared.
 - Leader Reports. One to three minute report in your own words. (It is more meaningful not to read, and always stand.)
 - Reading of the Minutes.
 - Treasurers Report.
 - Old Business.
 - New Business. During the business meeting, keep order and proceed quickly and business-like through the agenda. The president and all officers should stand when addressing the members, reading the minutes or giving the treasurers report.
 - Special Reminders and Announcements.
 - Program. This is usually a follow up from the previous month's leader training. It could be a special guest speaker on the monthly topic.
 - Adjourn (Read Creed)

5. Call An Executive Meeting At Least Three Or Four Times A Year.

6. Let Everyone Know They Are Loved And Appreciated.

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