

NOTES FOR CLUB EXECUTIVES

You should refer to your appropriate guidelines for an in-depth description of your roles and responsibilities. But here are some brief pointers to remember.

PREPARE FOR YOUR MEETING - Takes some time before your meeting to get organised, know what you are going to speak about, what events have to be organised and what issues need to be raised. Have an agenda and stick to it. This little bit of preparation will make the meeting run very smoothly.

SPEED IS NOT EVERYTHING - If you are prepared, your meeting will run efficiently. Don't try and rush through your meeting at top speed just so you can get to the pub. Your meetings should go for about half an hour, so the Chair will have to keep things on track and make sure the current issues are raised. A debate on issues is healthy so to ensure you have discovered both side of an argument. Just make sure it stays on track and doesn't switch to different issues.

COMMUNICATION - This is the key to a successful club. Newsletters and texting are great ways to keep in touch with your members. They aren't going to turn up to meeting and events if they aren't aware that they are on.

DISTRICT/REGIONAL/NATIONAL COMMUNICATION - It is up to you as club executives to relay the information from National, Regional and District level to your club members. Ask for minutes of the National Committee and Regional meetings to take to your meetings. If you aren't receiving adequate information, let National Office know.

CONTACT DETAILS - Keep you club executives and members details up to date. Relay any changes to your Region and National Office.

MEMBER RETENTION - New members will only stay if they have an interesting and fun time. Make meetings interesting. Tie them into a dinner, speaker, tour or event. See Blue Print for more details.

DELEGATION - Don't let the same people organise all the events all of the time. It is unfair on them and also someone else may want the chance. Once people organise something and it is a success, they will be hooked!

SUCCESSION PLANNING - A good club chair should stay in office for 2-3 years. The Chair should always be thinking of their replacement and training them for this role. Let the Vices prepare for and chair at least one meeting per year. That way when they take over as Chairman, they will hit the ground running.

CLUB FOLDER - Take this to every meeting. It stays with the club and it is up to the Club Chair to keep it up to date.

ACCOUNTS - Keep an overview of the finances. It is up to all club executives to ensure these are being managed responsibly.