



PRESIDENTS



CJW Director

PRESIDENTS

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SAMPLE AGENDA/ORDER OF BUSINESS

ALWAYS BEGIN AND END YOUR MEETINGS ON TIME!

1. CALL TO ORDER:

By the President (one rap of the gavel): "The meeting will come to order"

2. OPENING CEREMONIES:

By the President - Pledge of Allegiance, CJW Pledge and/or CJW Juniorette Pledge

3. ROLL CALL:

By Secretary or Membership Chair to establish whether there is a sufficient number present to constitute a quorum. It is optional whether to call the roll aloud.

4. MINUTES OF THE PREVIOUS MEETING:

By Recording Secretary

President - "The Secretary will read the minutes of the previous meeting."

Recording Secretary reads the minutes.

(A written copy should be given to the presiding officer of the meeting.)

President – "Are there any corrections or additions to the minutes?" "The minutes stand approved as read/corrected." (A motion may be made to dispense with the reading of the minutes – two members should then be assigned to read the minutes, make corrections and approve)

5. CORRESPONDENCE:

By Corresponding Secretary

Action on correspondence is generally considered New Business.

6. TREASURER'S REPORT:

By Treasurer

President - "We will hear the Treasurer's report."

Treasurer gives report. A written copy should be given to the President and Recording Secretary. President - "Are there any questions?" "The report will be filed for audit."

7. VICE-PRESIDENT'S REPORT:

Any Vice-President's reports are given at this time.

If the club has more than one Vice-President, they are called in order of rank.

8. PRESIDENT'S REPORT:

The president reports on those items not covered in the reports of other officers and chairs.

9. REPORTS OF STANDING COMMITTEES:

List committees and chairs and check off as they report.

SAMPLE AGENDA/ORDER OF BUSINESS

10. REPORTS OF SPECIAL COMMITTEES:

List committees and chairs and check off as they report.

11. UNFINISHED BUSINESS:

Check the minutes of previous meeting to see if there was any business postponed by motion or left unfinished from previous meetings. These items should be brought up at this time.

12. NEW BUSINESS:

The president, any chair or member may introduce new business at this point. A motion must be made to bring any new business (according to your by-laws) before the organization for discussion. Any chair or member who plans to introduce an item under new business should notify the presiding officer in advance of the nature of the business to be brought forth.

13. ANNOUNCEMENTS:

By president - includes time and place of next meeting, upcoming events and other meetings.

14. PROGRAM:

Note - the president does not turn the meeting over to the program chair for this, the chair is announced and the program or speaker is introduced. The president is in the chair throughout the meeting.

15. ADJOURNMENT:

By the President "Is there any other business to come before us" if not, this meeting is adjourned." One rap of the gavel - Adjournment is accomplished by unanimous consent.

TIPS FOR RUNNING EFFECTIVE MEETINGS

1. Make up an agenda that briefly - but fully - explains the items to be considered.
2. Don't always call on your committees to report alphabetically. Place items needing mental energy, bright ideas and clear thinking high on the agenda. The early part of a meeting tends to be more lively and creative than the end of it.
3. Begin your meetings on time. If you continue to wait an additional fifteen minutes before you get started, you are conditioning your members into thinking they don't have to adhere to a start time.
4. If there is an item that needs to be discussed, but may result in a very lengthy discussion, you may wish to ask for a vote from the membership to set a time limit for the total discussion. A suggestion would be to limit discussion to two minutes per speaker, alternating between pro and con points of view, not to exceed 15 minutes in length. No speaker would be allowed to address the chair a second time until all have had a chance to voice their opinion at least once. A common fault of meetings is to dwell too long on trivial but necessary items to the exclusion of leaving enough time for subjects whose importance carries a much larger impact for the group as a whole.
5. If you have a break in the middle of the meeting for refreshments, keep it at a minimum. Our statistics have shown that a great deal of our membership works and attends classes. Starting meetings late, turning 15 minute breaks into a half hour, allowing speakers to go 15-20 minutes over their allotted time, or ending meetings late do not encourage your members to continue attending meetings. Late evenings occur in the scenarios above. Although members may wish to hear the full meeting, their bodies are crying for rest before an early start to the next day.
6. If your committee chairs put their activities in the newsletter, don't repeat them at meetings. Only new business or business needing votes or discussion should be handled at meetings. Most newsletter article items do not need the time it takes to repeat the information.
7. Sometimes at meetings, whispering or talking begins to occur among members. Questions asked of another member or a thought interjected here or there is normal. However, if it is ongoing and permitted to continue, the volume often turns up and people cannot hear the business being conducted, or ask that the questions or topics be repeated. Disinterest may result. Do not let this continue through your meetings. Ask the membership to please remain quiet so business can continue. If talking persists, instruct your chairs to stop, remain standing, and wait until the room gets quiet before finishing their reports. You should also do the same. Under no circumstances should there be extensive side discussions at the head table.
Courtesy and example should be the keys here.

Revised August 2008

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MEETING EVALUATION SCALE

This survey will help you examine the basics of a meeting. The focus is on participation, on how conflict is handled, and on the clarity and openness of communication. It is scored on a five-point scale, with lower scores indicating areas for possible improvement.

Meeting: _____

Score each of the statements using the scale below:

- N/A = not applicable to this meeting
- 1 = strongly disagree
- 2 = disagree
- 3 = undecided
- 4 = agree
- 5 = strongly agree

1. I was notified of this meeting in sufficient time to prepare for it. _____
2. At the start of this meeting, I understood its purpose and agenda. _____
3. I understood what was expected of me as a participant and what was expected of other participants. _____
4. I understood how the meeting was intended to flow and when it would end. _____
5. Most participants listened to each other. _____
6. Most participants expressed themselves openly, honestly and directly. _____
7. Agreements were explicit and clear, and conflicts were openly explored and constructively managed. _____
8. The meeting generally proceeded as intended and achieved its intended purpose. _____
9. My participation contributed to the outcomes achieved by the meeting. _____
10. Overall, I am satisfied with this meeting and feel my time here has been well spent. _____

HOW IS YOUR CLUB?

No organization can remain static in a changing world. Regularly review your club, its goals, procedures, objectives and by-laws. The following is an outline for a critical appraisal of your club.

1. Does your group average at least 75% attendance at meetings?
2. Do most members willingly accept responsibilities?
3. Do members talk with pride to others about the group?
4. Are new members being added each year?
5. Is the group achieving its goals?
6. Do you eagerly look forward to each meeting?

If you answered YES to all six questions, you should tell others about your group.
If you answered one or more with NO, proceed to the next set of questions.

1. Does your group spread responsibility as widely as possible?
2. Do you limit terms of office?
3. Do you have a file on member's interests and abilities?
4. Do you have at least one meeting a year to which friends and guests are invited?
5. Is the meeting place or places easily accessible, comfortable and adequate?
6. Do all members understand the club's goals?
7. Do you have a plan for helping a new member feel at ease?
8. Do you begin and end meetings on time?
9. Do you handle business with dispatch, yet allow full discussion?
10. Do you have good programs?

If you answered YES to all the above, Congratulations!

If you answered NO to questions 1-9, now is the time to do something about it!!

If you answered NO to question 10, test your program by these questions.

1. Are programs planned for the year ahead?
2. Do you have objectives and goals for each program?
3. Do all parts of the program relate to the program goals?
4. Do members have a chance to make suggestions for programs?
5. Do you utilize member's hobbies and interests to the fullest?
6. Do you carefully select outside speakers?
7. Do you use members as speakers or panel members?
8. Do you have at least one meeting for families?
9. Do you make a trip to some point of interest relating to your goals?
10. Do you use visual aids - movies, slides, etc.?
11. Do you have interesting food at some meeting during the year?
12. Do you exchange visits with other groups like yours?
13. Do you use all the resources available to you - in your community, your state organization?
14. Do you express appreciation as well as criticism to public officials for acts relating to the purpose your group?
15. Do you do something constructive for your community?

Answers to the above questions may suggest ways to improve your club and its program.

TIPS FOR CLUB PRESIDENTS

HOW TO HANDLE DISRUPTIVE OR SELF-CENTERED BEHAVIOR IN GROUPS

SELF-CENTERED ROLES AND BEHAVIOR

SOME IDEAS FOR COPING

THE BLOCKER

Goes off on tangents, consistently argues on points the group has already resolved, and rejects ideas without consideration

THE FIGHTER

Attacks the motives of others, shows hostility toward the group or some individual without relation to the group's task, and criticizes and blames others.

THE PLEADER

Proposes own pet concerns beyond reason: attempts to speak for "the club", "the Chair" etc.

THE DOMINATOR

Interrupts the contributions of others: uses authority in manipulating the group or certain members by pulling rank.

THE WITHDRAWER

Acts passive or indifferent, doodles, whispers to others and passes notes.

THE TALKER

Seeks recognition by extreme ideas and boisterous boasts.

THE NIT-PICKER

Criticizes, finds fault with everything – the food setup, the handouts, the materials – all under the guise of being helpful.

THE DEPENDENT ONE

Over eager to please the leader by doing whatever is expected or desired, waits to be directed, demonstrates the initiative.

- a. Try to focus away from the person who exhibits the behavior.
 - b. Politely point out that the person has strayed away from the topic and refocus on the task you are doing.
 - c. Summarize the conclusions to conflicts to avoid argument on the same topic.
-
- a. Put a stop to it as gently as possible by getting the person to direct anger toward a topic, rather than a person.
 - b. Point out where the person has been critical and why the criticism is unwarranted.
 - c. Point out that you all share ideas as you work, and everyone should be recognized for what they have contributed.
-
- a. Give the person some attention, and then focus on the priorities of the group.
 - b. Gently ask the person to speak only for herself.
-
- a. Give the person a special project.
 - b. Send the person on an errand.
 - c. Add a strong person to the group and encourage more group participation.
-
- a. Direct questions to the person that you know she can answer.
 - b. Ask the person to lead a discussion.
 - c. Find ways to get the person actively involved in the group process.
-
- a. Use tact to interrupt the flow of talking. Ask specifically for others to comment.
 - b. Indicate that you are happy that the person has so much to share and request that others be given a chance to contribute.
-
- a. Try to get the person to see that these things may not affect the group that much.
 - b. Ask the person to help with the next session with assurances that you will discuss her concerns later.
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- a. Ask the person to initiate ideas and give reactions.
 - b. Watch for chances to praise her for taking an initiative.

TIPS FOR CLUB PRESIDENTS

HOW TO HANDLE DISRUPTIVE OR SELF-CENTERED BEHAVIOR IN GROUPS

SELF-CENTERED ROLES AND BEHAVIOR

SOME IDEAS FOR COPING

THE JOKER / CLOWN

Will do anything for a laugh, often straying far off the topic.

- a. Find ways to use her behavior to your advantage by assigning projects that lend themselves to this joking/clowning manner.
- b. Privately ask her to hold her jokes and comments until the social part of the meeting.

In general, focus on the behavior rather than the person as the problem. Look for alternative ways to deal with the behavior, decide on the most acceptable solution for your group.

Here are a few other situations you may encounter as president and some suggested solutions.

SITUATION:

Someone demands an immediate, off-the-cuff solution for a specific problem.

SOLUTIONS:

- a. Let people know from the beginning that you do not have all the answers, and there may be more than one solution.
- b. Refuse to offer opinions outside your area of expertise.
- c. Offer to find an answer to the problem and to help work out a solution at a later date when you have had time to investigate the issue. Teach the problem solving technique at that time so the person can solve her own problem in the future.
- d. If the problem is of interest to everyone, teach the problem solving technique at this point; break into work groups and let them have a crack at it. Set time limits and be sure the rest of your agenda gets covered. Group agreement is a must if you are to do this.

SITUATION:

People are getting bored, losing their interest level or are unresponsive.

SOLUTIONS:

- a. Have an alternate plan for presenting your material. Change the format of your meetings; revise a project with a new twist or focus.
- b. Prepare several surprise activities that require group participation and pull one out of the hat. For example, brainstorming session, role-playing, role switches, icebreaker, games or fun quizzes.
- c. Announce a scheduled break time and stick to the schedule. Be sure you also get a break – leave the group if necessary.

SITUATION:

Troublemakers – challenge everything you say, argue and dominate your session; “old-timers” who always know how things ‘should’ be done; someone who is just plain cynical and negative; someone who never seems to respond.

TIPS FOR CLUB PRESIDENTS

HOW TO HANDLE DISRUPTIVE OR SELF-CENTERED BEHAVIOR IN GROUPS

SOLUTIONS:

- a. Remember, at least 10% of any group may be negative. Accept the fact that you can't reach or please everyone.
- b. Don't preach or argue. Say things like "I see your point", or "you have a right to your feelings", and move on without further discussion.
- c. Ask directly what the person's problem is.



CJW PRESIDENT'S REPORT

A President's report is mandatory from each club. This to protect your club and you as an individual regarding tax exempt status with the I.R.S. Department of Consumer Protection, and our liability insurance.

See Report Writing Section 23 G & H

Due by CJW March Board/ President's Dinner
Or send / deliver to

Teena Bruneau