

2023 President Training

A GUIDE FOR NEW CLUB PRESIDENTS

PRESENTED BY JULIE STRATOS, DISTRICT FIVE GOVERNOR 2021-2023



Welcome, Club President!

Thank you for agreeing to be the club president. Altrusa needs strong leaders.

You are not alone! Don't be afraid to ask for help from past presidents and the District Board. We've all been there before.

You can do it! For some tips on leadership, go to the District YouTube channel, <https://www.youtube.com/@altrusadistrictfive>.

My Responsibilities

TO MY CLUB, THE CLUB
BOARD OF DIRECTORS,
DISTRICT, AND
INTERNATIONAL



What are my responsibilities to my club and our members?

Assume

Assume the leadership role of President

- Maintain order
- Make final decisions
- Set the vision for the direction your club is heading

Be Prepared

Be prepared for meetings

- Prepare an agenda and send out 2-3 days before the meeting
- Make sure all arrangements are in place for the meeting (delegate)
- Follow parliamentary procedure (see attachment)

What are my responsibilities to my club and our members?



Implement the club's long-range strategic plan



Share District and International communications with all club members



Oversee the proper functioning of club committees



Serve as your club's community representative



Complete District and International requests in a timely manner

What are my responsibilities to the club's Board of Directors?



Prepare an agenda for Board meetings and send out in advance



Preside at Board meetings



Allow time for full discussion



Give advance notice of business to be considered by the club

What are my responsibilities to District Five?

Utilize	Fully utilize the resources offered by the District Governor, officers, and committee chairs
Connect	Connect your committees with their District counterparts
Invite	Invite District Board and program team to your fundraisers and membership events
Plan	Plan to attend District Conference and encourage all members to attend
Ensure	Ensure the club submits entries for District awards
Direct	Direct the arrangements for the District officer's club visit
Answer	Answer all mail, email, and texts promptly

What are my responsibilities to International?

01

Keep members “thinking International”

02

Relay all International news

03

Work to have full representation at the International convention



Leadership

What makes a successful leader?

- They promote a vision
- They make others feel important
- They follow the Golden Rule
- They admit mistakes
- They give credit – praise in public, criticize in private
- Stay close to the action - be visible to members, talk to people, ask questions, observe other organizations and how they do business

(See attachment for a leadership evaluation tool)

What are the skills of a successful leader?

- Listening – actively
- Participation – in club and District events and projects
- Trustworthiness – do what is promised, be credible
- Evaluation – personal performance, planned objectives, officers and chairs, goals
- Recognition
- Team Building

What are the skills of a successful leader?

- Vision – develop a vision and a plan to see it through to completion
- Commitment – let your members see yours
- Communication – clearly, concisely, and often (see attachment for effective emails)
- Education – for yourself and club members
- Inspiration – to have confidence in you and your club members in themselves
- Delegation

Planning and Evaluating



Planning



- Set a vision for success – where do you want the club to be at the end of the year?
- Write down your goals
 - Think ahead
 - Think big
 - Think positive
- Align them with the club's long-range strategic plan

Planning

- Develop a club-year calendar (see attachment)
- Write down your goals
 - Think ahead
 - Think big
 - Think positive
- Align them with the club's long-range strategic plan



Evaluating

- Review your progress on your goals on a quarterly basis
- Utilize assessment tools
 - Needs assessment – for service projects
 - Situational assessment – where is your club today?
 - External environmental assessment – what are your community's needs?
 - Consult other organizations
 - United Way
 - City and/or county planning departments
 - Local foundations
 - Other community organizations



Presiding



Agendas

- Board or Business Meeting
 - Call to order
 - Altrusa Grace or Collect
 - Minutes of previous meeting
 - Correspondence
 - Reports from committees, discussion of recommendations
 - Unfinished Business (if applicable)
 - New business
 - Adjournment

Agendas

- Program Meeting
 - Call to order
 - Altrusa Grace or Collect
 - Introductions
 - Program and/or initiation of new members
 - Special business
 - Announcements
 - Benediction
 - Adjournment

Reminders

- Minutes do not need to be read; print in newsletter, email ahead of time, distribute to members as they arrive – same for treasurer reports
- Minutes must be approved
- Treasurer's reports are placed on file for audit
- Only actions taken at Board meetings are reported

Finances



Things You Need to Understand



- Budgeting – operating and service
- General fiscal procedures
- Legal aspects of certain fundraisers
- Club insurance
 - Liability
 - Bonding

Important Dates



- June 15 - Dues must be mailed/postmarked to avoid late fee
- June 15 - Convention fee due to International
- July 10 - All unpaid members dropped
- October 15 - IRS 990-N (e-Postcard) or Form 990 or 990-EZ due
- December 1 - Half-year (half-price) dues in effect for new members
- April 1 - New member dues include following year's dues
- Other - Check for other filing deadlines your state requires

Need to Know

- Audit – Schedule audit/internal verification as soon as prior year's financial information is finalized
- Budgeting – A sample template is available in the Club Treasurer's Guide in the Leadership section of the International website
- Dues – Are equal to International (\$55) and District (\$20) and club dues. New members pay processing fee to International.



Need to Know

- Fundraising – It is illegal to use funds advertised for a service project for operating expenses
- Fundraising – Check with your state on regulations and licensing
- Club Foundation funds can't be used for operating expenses
- Liability insurance for fundraisers is available through International

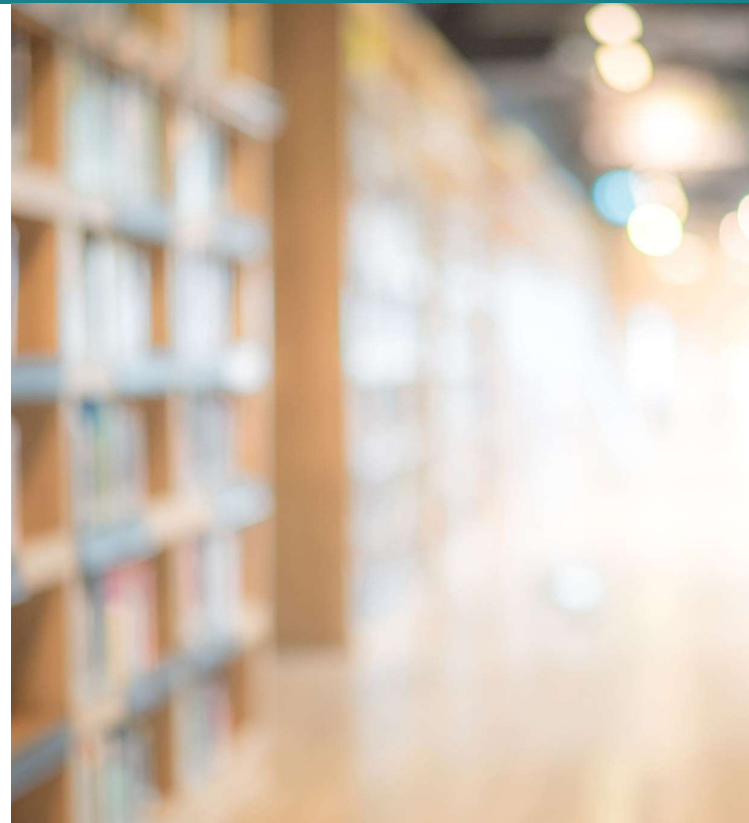


Files and Reports



Files

- Place permanent files in archives – refer to Club President's Handbook for complete schedule of items (see attachment)
- District archives are stored at Bowling Green University
- International archives are stored at Ball State University
- Club Board of Director's authorize purging and destruction of outdated records of no historical value.



Reports



- Club Annual Report
 - Done on-line
 - Used to determine Distinguished Club designation
 - Check with past president for information to gather during year
- Roster of Club Officers and Committee Chairs
 - To be entered in Group Tally either by president or treasurer
 - Enter as soon as possible after election of officers and appointment of chairs

Resources



Altrusa International Website

- www.altrusa.org
 - Username – Altrusan
 - Password – MamieBass1955
- Information on
 - Membership
 - Service
 - Communications
 - Leadership
 - Governance
- Sites – links to
 - Group Tally
 - Foundation
 - ASTRA
 - Altrusa Store
 - Altrusa Service Database



Club President's Handbook

- On International website under Leadership tab
- Further information on topics covered in this presentation
- Information on
 - Membership development
 - ASTRA
 - Awards
 - Communications
 - Public Relations
 - International Foundation



Other

- Don't be afraid to ask for help; we've all been there before
- Past club presidents
 - Some clubs have a past presidents' group that invites the current president and acts as an advisory board
- District Board of Directors
- International Office





Thank You!

Questions?

Thank you for taking the time to attend this training. I hope it has been helpful.

Information in this presentation came from the Altrusa Club President's Handbook

Remember – You can do it!