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.