ALTRUSA International | Leading to a Better Community® District Three

2020 Virtual Conference

Welcome to Altrusa District Three

PRESIDENTS WORKSHOP

WORKSHOP AGENDA

- Incoming President's Checklist
- Websites and Resources
- Club President's Handbook
- Agendas and Meetings
- Goals

NOW THAT YOU ARE PRESIDENT…

- What did I get myself into?
  - What's next?
  - What do I have to do?
  - When do I have to do it?
  - How can I get HELP?

PRESIDENT'S CHECKLIST

1. Study the Club President's Handbook, Altrusa Resource Guide and Club Bylaw's.
2. Select and appoint Committee Chairs and have members join their committees.
3. Meet with Committee Chairs to discuss club goals and budgets.
4. Ask Chairs to meet with members to set committee goals based on strategic plan.
5. Decide on Projects for the year.
6. Make sure all committee's are mindful of budget amounts and send requests for funds to the Treasurer/Finance Committee.
7. Update Roster of your Club Officers and Committee Chairs online in Group Tally. You may also delegate this job to the Club Treasurer.
8. Make sure the Club Annual Report is submitted online by the deadline, as it is used to determine Distinguished Club designation.

WEBSITES AND RESOURCES

Resources can be found in multiple places . . .

SEARCH ALTRUSA INTERNATIONAL AND DISTRICT WEBSITES

WEBSITE SIGN-IN

International Website:

www.altrusa.org

User Name: altrusan
Password:
MamieLethaNina1917

Access to all but Group Tally

District Three Website:

www.districtthree.altrusa.org

AVAILABLE ON INTERNATIONAL WEBSITE UNDER THE LEADERSHIP TAB

Resources below will be handy to keep close when making decisions for your Club:

1. Leadership Toolkit
2. Strategic Plan
3. Group Tally Toolkit
4. Parliamentary Procedure
5. Club Annual Report

INTERNATIONAL WEBSITE TABS PROVIDE LINKS TO VALUABLE INFORMATION

ALTRUSA International | Leading to a Better Community

MEMBERSHIP SERVICE COMMUNICATIONS LEADERSHIP GOVERNANCE CONVENTION SITES LOGOUT

Leadership

International LEADERSHIP TOOLKIT

Resources Guide for Club Presidents and Members

Leadership Toolkit

Club President's Handbook
LEARN MORE

Club Diversity Assessment Tool
LEARN MORE

Club Health Assessment
LEARN MORE

Propose Agenda Item to International Board
LEARN MORE

Structured Meetings [PowerPoint]
LEARN MORE

Effective Leadership through Motivation [PowerPoint]
LEARN MORE

Effective Leadership Challenges [PowerPoint]
LEARN MORE

The Four Es of Leadership [PowerPoint]
LEARN MORE

Document Sharing Guide
LEARN MORE

Strategic Plan Template (Word)
LEARN MORE

Strategic Plan - French

Strategic Plan - Spanish
LEARN MORE

District Position Descriptions
LEARN MORE

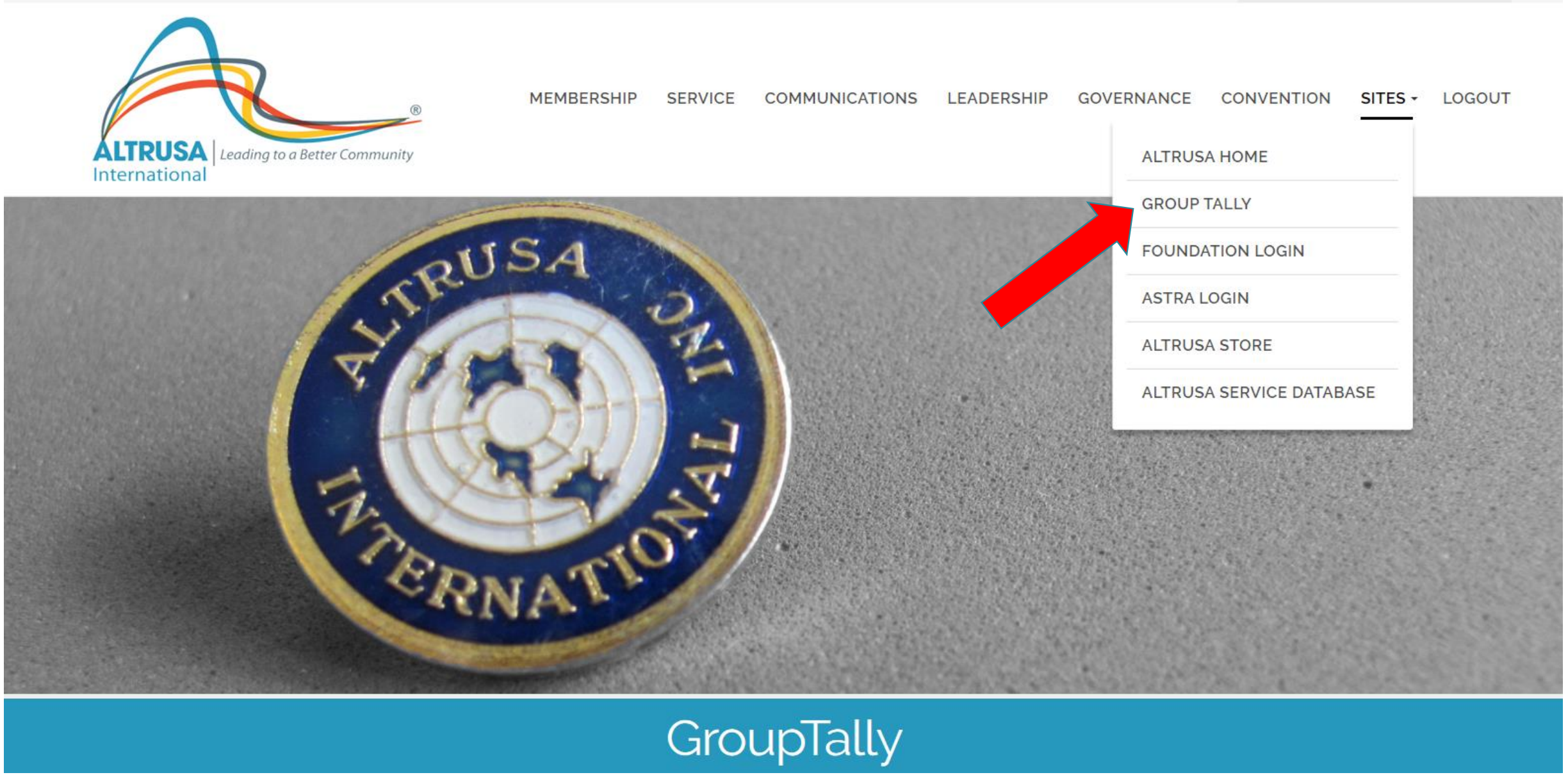
Club Officer Position Descriptions
LEARN MORE

Expense Reimbursement Form
LEARN MORE

Disbanding of Clubs Form
LEARN MORE

Simplifying Leadership Workshop
LEARN MORE

TO ACCESS GROUP TALLY CLICK ON SITES TAB



GROUP TALLY TOOLKIT

Very important to keep your club roster updated

Guides

Download PDF Guides for using Group Tally

How to Login — LEARN MORE

How to update Club officers — LEARN MORE

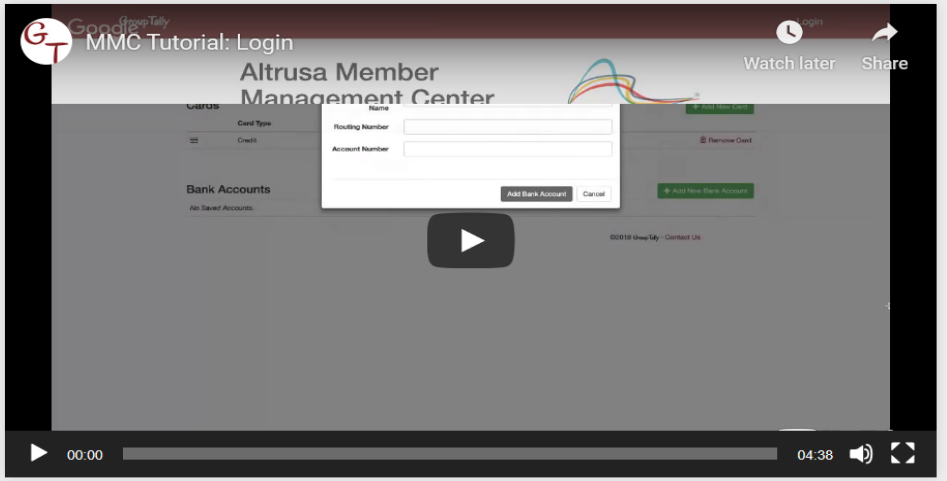
How to add a payment method — LEARN MORE

How to make a payment — LEARN MORE

Videos

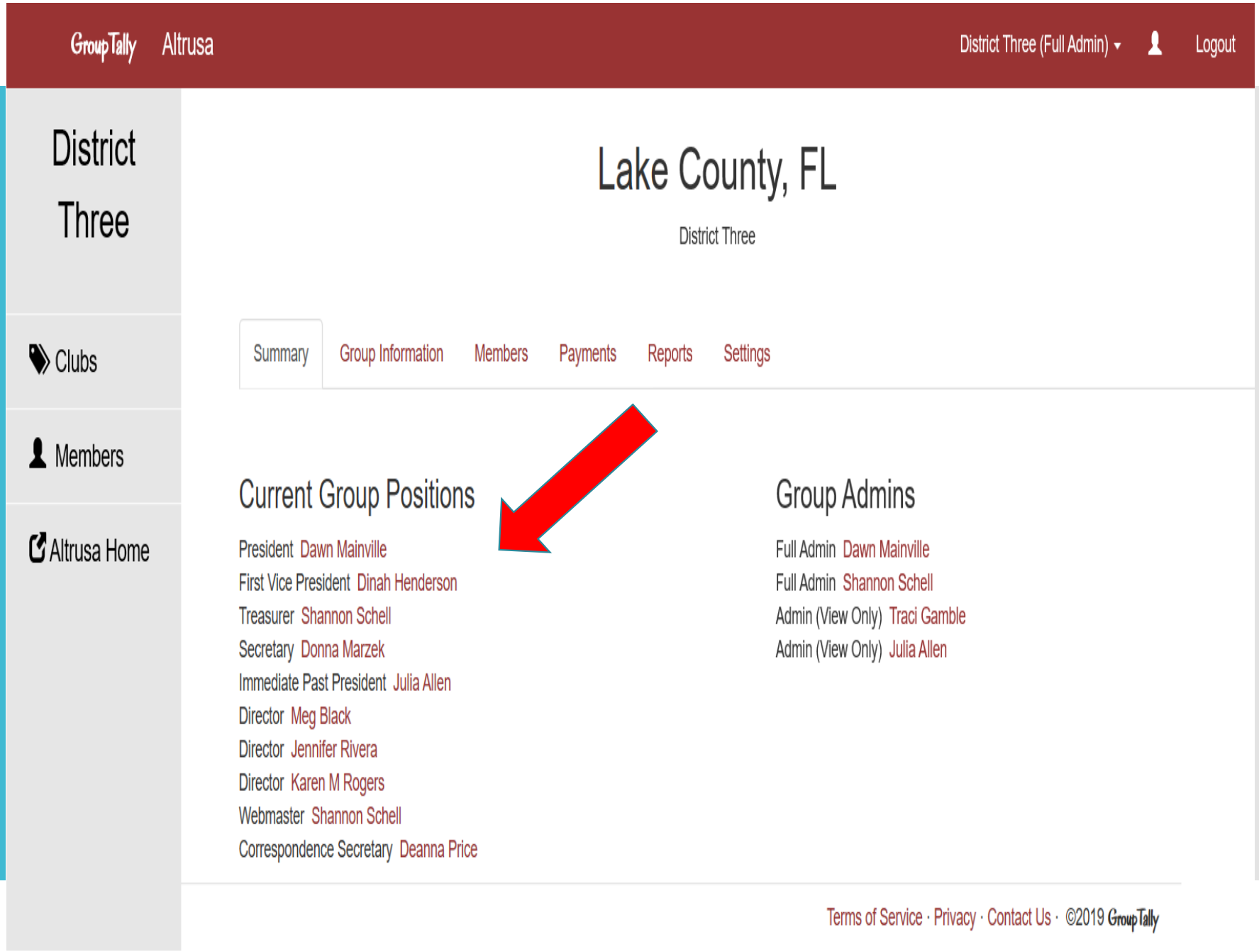
Watch video instructions to help you use the Altrusa GroupTally platform

How to Login



CLUB ROSTER

The Club Home Page is where you update officer and chair information



DISTRICT WEBSITE TABS PROVIDE LINKS TO VALUABLE INFORMATION

ALTRUSA International | Leading to a Better Community® District Three

ABOUT CLUBS NEWS & EVENTS ASTRA AWARDS FOUNDATION MEMBER LOGIN SITES

Altrusa International District Three

District Three POLICIES, DOCUMENTS AND GUIDELINES

Resources Guide for Club Presidents and Members

District Policies, Documents and Guidelines

District Three Bylaws (July 24, 2017)

District Three Strategic Plan (2018-2020)

District Three Policies

Social Media Guidelines

District Board Duties

District Committee Chair Duties

District Three Nominating Committee Procedures

District Three Nomination Form

District Three Club Policies and Guidelines

Club Bylaws

District Club Strategic Plan Template

CLUB PRESIDENT'S HANDBOOK

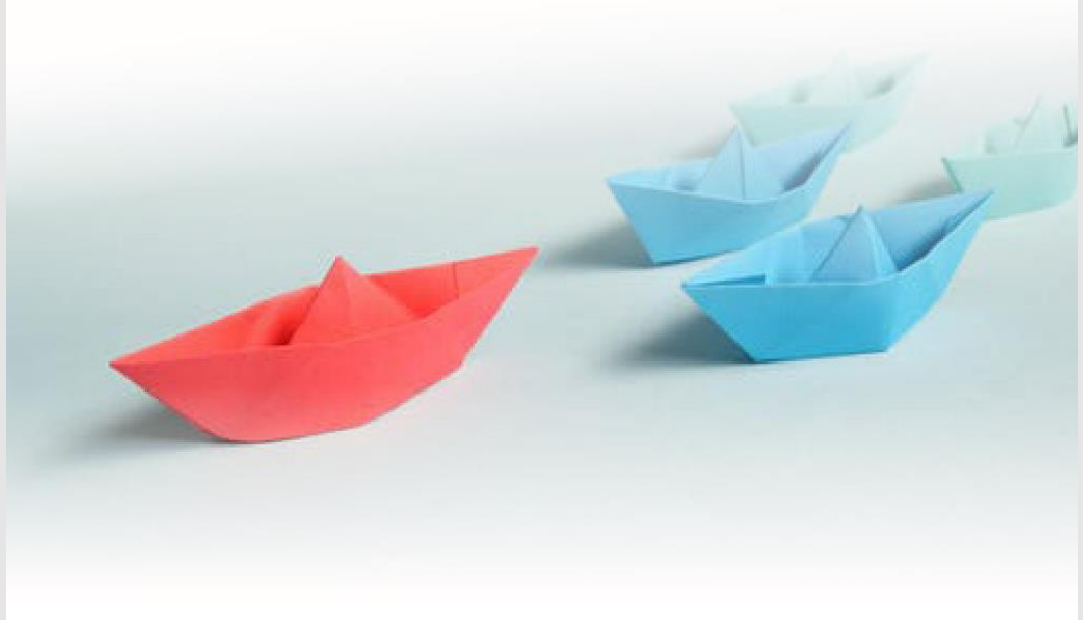
Available on Altrusa International Website:

Leadership Tab

ALTRUSA International | Leading to a Better Community

Altrusa International, Inc. Club President's Handbook

January, 2020



CLUB PRESIDENT'S HANDBOOK CONTENT

Designed as a reference library for leadership training

1. LEADERSHIP – how to become a more successful leader
2. PLANNING & EVALUATING – setting your vision
3. PRESIDING – effective meeting management
4. WORKING WITH THE BOARD – develop positive relationship
5. CLUB FINANCES – ultimate responsibility
6. MEMBERSHIP DEVELOPMENT – to educate and motivate
7. ASTRA – making an ASTRA Club successful
8. ALTRUSA IN THE PUBLIC EYE – presenting unified appearance
9. COMMUNICATIONS – communication tips for Presidents
10. FILES & REPORTS – permanent and working files
11. AWARDS – giving recognition for jobs well done
12. ALTRUSA INTERNATIONAL FOUNDATION – a 501(c)3

LEADERSHIP TASKS

- Promote a vision
- Identifying priorities
- Initiating agenda-setting, direction and strategy
- Lobbying for support
- Recruiting people for key positions
- Motivating, inspiring and connecting members
- Aligning people direction and coalition building
- Creatively exploring options
- Actively seeking resources
- Succession planning

WHAT MAKES YOU A GREAT LEADER ?

True Leadership lies in guiding others to success

IMPORTANT PAPERWORK TO SUBMIT

- **Roster of club officers/committee chairs**
  ENTER IN GROUP TALLY
- **Club visit request form**
  FROM DISTRICT BOARD MEMBER PRIOR TO CLUB VISIT
- **Award nominations**
  GUIDE THE SUBMISSION OF AWARD APPLICATIONS
- **List of conference delegates**
  TO DISTRICT SECRETARY FOR CONFERENCE VOTING
- **Club Annual Report**
  ANNUALLY SUBMIT TO INTERNATIONAL ELECTRONICALLY
- **Strategic Plan**
  REVIEW/ SUBMIT TO GOVERNOR AND GOVERNOR-ELECT

CLUB ANNUAL REPORT 2019-2020

This is the email you receive for access to the Club Annual Report Form.

We recommend you print the questions first, fill in the answers then apply to the Report Form via Survey Monkey.

This email is being sent to all Club Presidents and Presidents-Elect, District Governors and Governors-Elect, the International Board of Directors, and International Committee Chairs, Vice-Chairs and Special Appointees.

2019-2020
Club Annual Report

April 2020

ALTRUSA International | Leading to a Better Community

It is Club Annual Report time again. This year there we have made a few adjustments due to the unforeseen circumstances that affected the end of the 2019-2020 Altrusa year. It contains 24 questions to capture valuable data. This data will be provided to District and International Boards to provide information about club activities that will help us better serve our clubs. Clubs can also use the report to get ideas for how they can become stronger. Please answer the questions for the club year April 1, 2019, through March 31, 2020.

You will be completing the Club Annual Report using Survey Monkey which will make it easier for us to calculate your points and submit the report. To help you we have included a PDF file for you to review the questions before completing the online survey. As a suggestion, please print a copy of the sample PDF and fill it out prior to doing the survey monkey. If you do not have a printer available please have a club member print it for you and pass it on to you. The reason for this suggestion is once you start the survey monkey you cannot stop and start over again. This is only a suggestion, however, in the past some Presidents have wanted to change their mind and not been able to go back and forth. You need to score 65% and have charter status to become a 2019-2020 Distinguished Club.

As a reminder - it is important for all clubs to complete the Club Annual Report for the purpose of assessing local, District and International progress annually. The report is available now and **due June 15, 2019**.

We look forward to receiving your report.

Club Annual Report Questions - Read Only

Club Annual Report Form - Survey Monkey

COMPLETING AND SUBMITTING THE CLUB ANNUAL REPORT IS VERY IMPORTANT

ALTRUSA International | Leading to a Better Community

2019-2020 Club Annual Report (April 1, 2019 - March 31, 2020)

Score: 74.2%

92/124 points

You will receive your score immediately and anything above 65% will earn you the Distinguished Club Award.

Page 1/6

2. Total Membership *(10 points)*

- ○ 0-14 members
- ☑ 15 or more members

10/10 points

Page 2/6

3. Which International Award entries did your club submit to District? (check all that apply.) *(15 points possible)*

- ☐ Mamie L. Bass Service Award
- ☑ Letha H. Brown Literacy Award

This is a report card for our District and we need the assistance of EACH CLUB to submit this simple 24 question form.

This is where Districts and International track important data such as total number of Award Entries, Service and Volunteer Hours, Leadership Roles and Training. This data helps us to better serve each club.

A WELL-CONCEIVED AGENDA ASSURES AN EFFICIENT AND PRODUCTIVE MEETING

AGENDA PLANNING

1. Be as specific as possible
2. Include actions (votes, sign-ups)
3. Consider a time limit on each item
4. Distribute before the meeting

AGENDA FORMATING

DEVELOP YOUR AGENDA AROUND THE FORMAT:

- Minutes from previous meeting
- Reports of Officers
- Reports of Standing Committees
- Reports of Special Committees
- Correspondence
- Unfinished Business
- New Business

MEETING CHALLENGES

Losing Focus

- Discussion off agenda or point of meeting
- Excessive digressions
- Lack of participation by some, domination by others
- Bickering, disrespectful behavior
- No conclusions or decisions
- Side conversations

MEETING CHALLENGES

Corrections

Use Roberts Rules of Order when an issue needs calming

GETTING BACK ON TRACK:

- Remind purpose of meeting or agenda item
- Clarify question on table
- Summarize discussion
- Recognize contributions
- Control disruptive behavior
- Table items, if no decision can be made

MEETING CHALLENGES

Lack of Participation

Tap individual talents, strengths and interests
Ask for input

- Keep meeting focused
- Encourage quiet members and control excessive talkers
- Make suggestions, allow silence and listen carefully
- Pay attention to physical setting
- Reinforce participation
- Chart group response

MEETING CONCLUSION

CONCLUDING YOUR MEETING:

- Review progress and decisions
- Review assignments, due dates and checkpoints
- Develop items for next agenda
- Thank participants

SET YOUR GOALS
take action

Those that set goals for themselves are more likely to achieve success

THANK YOU!

For Your Service to Altrusa

Designed By: Shannon Schell, International Membership Committee 2019-2021