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
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


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
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
Leadership Toolkit

- Club President's Handbook
- Propose Agenda Item to International Board
- Effective Leadership Challenges [PowerPoint]
- Strategic Plan Template (Word)
- District Position Descriptions
- Disbanding of Clubs Form
- Club Officer Position Descriptions
- Simplifying Leadership Workshop
- Club Diversity Assessment Tool
- Structured Meetings [PowerPoint]
- The Four Es of Leadership [PowerPoint]
- Strategic Plan - French
- Club Officer Position Descriptions
- Simplifying Leadership Workshop
- Club Health Assessment
- Effective Leadership through Motivation [PowerPoint]
- Document Sharing Guide
- Strategic Plan - Spanish
- Expense Reimbursement Form

Resources Guide for Club Presidents and Members
TO ACCESS GROUP TALLY CLICK ON SITES TAB
GROUP TALLY TOOLKIT

Very important to keep your club roster updated
The Club Home Page is where you update officer and chair information.
DISTRICT WEBSITE TABS PROVIDE LINKS TO VALUABLE INFORMATION
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
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
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.
COMPLETING AND SUBMITTING THE CLUB ANNUAL REPORT IS VERY IMPORTANT

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.

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

Score: 74.2%  
92/124 points

2. Total Membership (10 points)
   - 0-14 members
   - 15 or more members
   
   10/10 points

3. Which International Award entries did your club submit to District? (check all that apply.) (15 points possible)
   - Mamle L. Bass Service Award
   - Letha H. Brown Literacy Award
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
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
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