



President

The President is the chief executive officer for the club. The role involves general supervision and operation of the club, as well as coaching, cheerleading, and bringing out the best in members. You will run regular (monthly) executive meetings and also represent the club at the district council. You stay attuned to members' needs for educational growth and leadership. In cooperation with the rest of the officers, the President establishes long-term and short-term goals for the club.

Arrive by: 5:40 PM

Before the meeting

- Arrive at least 15 minutes before the meeting to supervise preparations,
- Ensure that the VP Leadership has checked and lifted the morale of speakers and first-time roles,
- Ask VPE about special recognition or member inductions,
- Check on members doing first-time roles to make sure they are prepared,
- Check on speakers, especially new members,
- Tell the GE which continuous improvement items they need to watch for,
- Meet and mingle with guests,
- Confirm by 5:55:
 - Chairperson has filled all unfilled roles and has backups for late arrivals,

- SAA has completed room setup and passed inspection,
- Speakers have given their evaluation forms to evaluators,
- Guests have name tags,
- Word of the Day is posted.

During the Meeting

- Make announcements and provide information for next meeting.

Break

- Confirm that SAA is selling raffle tickets,
- Confirm that Chairperson is filling roles for next meeting,
- Consult with the GE about Continuous Improvement items that should be reported on,
- Meet and mingle with guests.

After the meeting

- Review the meeting minutes with the Executive Secretary and make corrections if necessary,
- Reflect on the meeting. Are we maintaining the culture that we want? Are we delivering on our brand promise?
- Confirm that the room cleanup was completed and passed inspection.

Outside the club meetings

- Attend and vote at council meetings.
- Attend and vote at the Annual Business Meeting.
- Appoint and chair the audit committee.
- Appoint the nominating committee.
- Receive official correspondence from World Headquarters.
- Schedule and chair executive committee meetings.
- Develop and improve club leadership.
- Oversee Club administration.
- Advance club and member achievement.
- Interact effectively with other organization levels

Executive Committee Responsibilities

- Oversee the executive committee and ensure the executive committee completes its duties.
- Create a club budget.
- Strategize for success in the Distinguished Club Program.
- Create and oversee other club committees as necessary.
- Work with executive committee on Club Success Plan.

Weekly Tasks

- Review the onboarding checklist and confirm that members are advancing,
- Confirm that the VP PR is promoting the events on their schedule,
- Check the list of members and confirm that new members are attending regularly and taking roles,
- Confirm that meeting minutes are accurate and are being archived,
- Confirm that the treasury records are up-to-date,
- Keep an eye on social media posts and public relations materials to ensure that everyone is respecting the Speak With Style brand,
- Review the list of ongoing projects to make sure that they are advancing.

 *Rock Your Role!*

- *Observe guests and members and look for ways to improve their experience of the meeting,*
- *Pay attention to the morale of the club, and especially of new members,*
- *Set high standards and continue pushing members to achieve them.*