

# **Altrusa International, Inc.**



## **Incoming Club President's Guidelines**

**2008 -2009**

**Note to 2007-2008 President: This publication is being sent to you for distribution to the 2008-2009 Club President. Please pass this on to the incoming President as soon as that person is determined. Extra copies of this document can be downloaded from the Altrusa International Web Site at [www.altrusa.com](http://www.altrusa.com).**



## **Incoming Club President's Guide**

### **To the Incoming Club President:**

Congratulations on your election to the highest office within your Club!

Your term as Club President can be the most rewarding position you will ever hold. It will be a challenge and a lot of hard work, but a worthwhile experience.

Time spent in preparation and careful planning will reap great benefits.

Good luck and enjoy your term in office!

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### **Preparation**

The election of Club Officers and Directors is held in March, allowing the incoming president the time needed to prepare before taking office in May or June. This time should be used to:

- Appoint Chairs and Committee Members for each standing and special Committee. Make sure the Club Treasurer returns the Roster of Club Officers and Roster of Committee Chairs to the District Treasurer and the International Office.
- Study this guide as well as the *Encyclopedia*, *Points of Order* and the *International Bylaws*. Also, become familiar with your Clubs Bylaws and Policies.
- Attend the Incoming President's Training Session your District offers. At that time you will be given the *Club President's Handbook*. Become familiar with it.
- Make sure your Club's Strategic Plan has been evaluated and brought up to date. Make copies for each Committee Chair, highlighting Committee responsibilities.
- Organize some type of retreat or annual meeting to plan the next year's activities and events.
- Based on the Club Strategic Plan, the International Long Range/Strategic Plan, strategies for the biennium, and information from the Club retreat, develop the Club's action steps for the year.
- Oversee the development of the Club's budget for the new year.
- Help Officers and Committee Chairs understand their responsibilities. A leadership orientation session is always a good idea.

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**Guidelines For  
Making Appointments**

Committees should consist of at least three members. Of course, a Committee's size will be determined by the Club's size and the scope of the Committee's work.

Members can be appointed to one of the Standing Committees:

- Service
- Membership Development and Training
- Communications
- Finances

The Nominating Committee is a Standing Committee; however, its members are elected in January. Members can also be appointed to any of the Special Committees the Club has established.

**Committee  
Appointments**

Large Clubs may have difficulty appointing all of its members to the Standing Committees. Clubs must develop their own Committee structure while keeping the four Standing Committees in mind and all members actively involved in Club activities.

Committee appointments should be based on personal abilities. Committee appointments are a good way to separate "cliques," and encourage broader fellowship.

**When making Committee appointments, keep the following in mind:**

- Is the member a potential Committee Chair, or would this person prefer to serve as a member of the Committee?  
Both types of individuals are needed.
- What is the member's record on Committees?
- Will the member make time for the Committee?
- Is the member interested in the Committee?

The selection of Committee Chair can make or break your year as President. Do it early and allow time to train your Chair. Some may be new to Altrusa, our procedures, and what is expected of them. See section on Committees in the *Club President's Handbook*.

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**Planning**

Nothing insures a successful term as President more than careful, prior planning. A check list is on the next few pages to assist you in your planning and preparation to become president. **Good Luck!**

## **INCOMING PRESIDENT'S CHECKLIST**

### **March**

- ✓ Study the *Altrusa Encyclopedia* and all other publications.
- ✓ Select and appoint Committee Chairs except the Nominating Committee.
- ✓ Meet with the Club Strategic Planning Committee to evaluate the plan and make necessary changes.

### **April**

- ✓ Plan to attend District Conference and encourage members to attend.
- ✓ Appoint Committees early in April
- ✓ Study current program issue of the *International Altrusan*.
- ✓ Conduct Club program planning session/retreat.
- ✓ Meet with new Committee Chairs to discuss Club goals for the next year.
- ✓ Ask Committee Chairs to meet with Committee members in late April to set Committee goals based on the Clubs Strategic Plan.
- ✓ Meet with the Finance Committee to begin preparing the budget. Give all Committee Chairs a deadline for all fund requests to the Finance Committee.
- ✓ Share ideas/wishes for installation with the appropriate Committee.
- ✓ Make sure the Roster of Club Officers and Roster of Committee Chairs is forwarded to the International Office and your District.
- ✓ Attend the Incoming Club President's Workshop.
- ✓ Announce Committee appointments and encourage Committees to begin meeting.

## **May**

- ✓ Encourage Committees to continue meeting in order to finalize action plans and budget requests.
- ✓ Make plans to attend the International Convention (odd year only.)
- ✓ Call a meeting of the incoming Board for purpose of budget approval.
- ✓ Attend District Conference, if in May.
- ✓ Attend the Installation of Officers. Assume President's responsibilities immediately following installation.