



# Club Leadership Responsibilities

## *2010-2012 GFWC Club Manual | Club Management*

This guide provides detailed responsibilities of each club officer, including committee members and chairmen. Use it as a supplemental resource when orienting new officers, committee members, and club members. Your club's leadership responsibilities may differ from those in this guide, so always consult club bylaws and other rules if you have questions. Above all, one of the most important things club leaders can do is mentor and encourage future club leaders, since strong future leadership will guarantee a strong future for your club.

### **CLUB PRESIDENT**

The club president is key in a GFWC club. She sets the club's tone and agenda, and the club's success relies on the competence and commitment of her leadership.

#### *Business Meeting Responsibilities*

- Possess a basic knowledge of parliamentary procedure and use it at meetings.
- Preside at all meetings using a written agenda.
- Notify the vice president as early as possible of an anticipated absence and pass along gavel, agenda, announcements, and anything else needed for the meeting, such as keys and reports.
- Promptly call meetings to order.
- Determine if a quorum is present.
- Announce, in correct order, the business to come before the meeting.
- Acknowledge members entitled to the floor.
- State and put to a vote all questions that legitimately come before the group.
- Announce each vote's result and the effect of the action.
- Expedite business whenever possible, without infringing on members' rights.
- Enforce rules of debate, order, and decorum.
- Determine all points of order.
- Answer members' relevant questions.
- Abstain from voting, unless the vote is by ballot or if president's vote would change the result.
- Declare the meeting adjourned at the appropriate time (by general consent or vote of the assembly).
- Stand while calling a meeting to order, declaring it adjourned, and taking a vote.
- Prepare a report to be given at the annual meeting.
- Conduct executive board meetings.

#### *GFWC Responsibilities*

- Communicate promptly and effectively, ensuring that information flows properly to and from GFWC, the State Federation, districts, chairmen, committees, and members.
- Attend as many district, State Federation, Region, and GFWC meetings as possible and encourage other members to do the same.

- Establish and maintain a relationship with district presidents/directors and State Federation president.
- Share GFWC national and State Federation materials with members, including *GFWC Clubwoman Magazine* and *News & Notes*; encourage members to subscribe to these publications.
- Update or notify GFWC and the State Federation of new club officers immediately following elections and in the event of any officer changes.
- Review and take advantage of the materials and resources through the *GFWC Club Manual* at [www.GFWC.org/ClubManual](http://www.GFWC.org/ClubManual) and the GFWC Marketplace at [www.GFWC.org/Marketplace](http://www.GFWC.org/Marketplace).
- Follow proper State Federation and GFWC-level reporting guidelines and ensure that club reports and award entries meet criteria and deadlines.
- Forward club dues to the State Federation on time.

### *Public Relations Responsibilities*

- Distribute club news to the local media, State Federation publications editor, and the *GFWC Clubwoman Magazine* editor (these responsibilities can be delegated to a club public relations chairman).
- Represent the club in community organizations and meetings.

### *Membership Responsibilities*

- Advance programs that will benefit members, and evaluate them to see if they are worth continuing.
- Promote membership by conducting regular member orientations using GFWC materials.
- Leads club in community activities.

### *Leadership Responsibilities*

- Ensure that job descriptions exist for all officer positions and that they are shared with appropriate officers.
- Make appointments wisely so that members' talents are used effectively.
- Seek assistance when needed from district, State Federation, or GFWC leadership.
- Prepare a calendar and procedure book to give to successor along with the *GFWC Club Manual*.
- Manage any internal club conflict or member concerns in a timely, diplomatic, and fair manner.
- Remind retiring officers and chairmen that their records should be forwarded to the new officers and chairmen immediately after the annual meeting.
- Solicit the officer assistance when needed.
- Perform all other duties as specified in the club, district, and State Federation bylaws.

Club bylaws may allow for the president to be *ex-officio* ("by virtue of office") member of all committees except the nominating committee. Without this privilege, the president is not allowed to attend the committee meeting. If given this privilege, the president is allowed to make motions, debate, vote, etc. at committee meetings. However, the president is not required to attend these meetings and is not counted toward the quorum. Even so, the committee chairman must inform the president of all committee meetings.

## **CLUB VICE PRESIDENT**

The vice president holds an important position; she must be able to perform the duties of the club president in her absence or inability to serve. The vice president assumes the president's office for the unexpired term in the event of illness, resignation, or death of a president, unless the club bylaws state differently. If there is more than one vice president, then they shall perform the president's duties in order of their rank.

### *Vice President Responsibilities*

- Preside at all official meetings when the president is absent or leaves the chair to discuss a motion, and does not relinquish it until after the question has been put to a vote.
- Assist the president with club administration, program promotion, membership, and other responsibilities.
- Possess a basic knowledge of parliamentary procedure.
- Prepare a calendar and procedure book for successor.
- Perform all other duties as specified in the club, district, and State Federation bylaws.

### **CLUB RECORDING SECRETARY**

The recording secretary is the eyes and ears of the club. Her position is vital for ensuring that all club activities and decisions are properly recorded and preserved for club history.

### *Recording Secretary Responsibilities*

- Send out meeting notices.
- Record all meeting minutes.
- Adhere to the following rules concerning minutes:
  - Minutes should be typed and signed by the secretary; do not use “Respectfully Submitted.”
  - Minutes should be brief; omit descriptions, record what was done, not what was said, and report in the order that business was presented.
- Ensure that minutes—a permanent record of the club—are preserved in an organized and readable format.
- Send members a copy of the minutes as soon as possible following the meeting.
- In writing motions into the minutes, specify:
  - Final wording of all main motions with any amendments incorporated and any motion to reconsider; whether each was adopted, lost, or temporarily disposed of; generally, motions withdrawn are not recorded.
  - All notices of motions.
  - All points of order and appeals, noting whether sustained or lost, and giving the chair's reasons for the ruling.
  - The name of the maker of important motions, but not the seconder.
- Update bylaws, standing rules, etc. from amendments or revisions recorded in the minutes; include adoption dates.
- Maintain the official roll of members and call the roll when requested.
- Inform officers, committees, and delegates of their election or appointment.
- Provide delegates with their credentials.
- Keep the following on hand to present when needed at meetings:
  - Meeting agenda
  - Past meeting minutes
  - Current copy of the bylaws and standing rules
  - Accurate member directory and roll of members
  - List of committees
  - Ballots
- By request of the president, prepare an agenda; show an exact order of business, including any incomplete business from the previous meeting.
- Act as custodian of all club papers not belonging to any other officer.
- Prepare a report to be given at the annual meeting.
- Arrive at meetings early.

- Call the meeting to order and preside over the meeting when the president and vice president are absent, until a chairman pro-tem is elected.
- Note all decisions made by the executive committee.
- Perform all other duties as specified in the club, district, and State Federation bylaws.

### **CLUB CORRESPONDING SECRETARY**

The corresponding secretary is in charge of the general club correspondence; that is, correspondence not related to the work assigned to another officer or committee. Many clubs have both a recording secretary and a corresponding secretary; however, these two positions may be combined into one.

#### *Corresponding Secretary Responsibilities*

- Write clearly and concisely so as to reflect the wishes of the club.
- Mail correspondence promptly.
- Maintain a file with copies of all correspondence.
- Pass files onto successor.
- Perform all other duties as specified in the club, district, and State Federation bylaws.

### **CLUB TREASURER**

The treasurer holds an integral position; she is responsible for the club's financial activities. She must be meticulous and honest. To protect the club, it is recommended that the club treasurer be *bonded* or *insured* against loss. Also, she should also not serve more than one consecutive office term, and club financial duties should be separated among other officers when possible. For more information about club budgeting and finance, view the *GFWC Club Bylaws Guide* at [www.GFWC.org/ClubManual](http://www.GFWC.org/ClubManual).

#### *Treasurer Responsibilities*

- Receive, record, and deposit all funds.
- Disburse money to officers and authorized members.
- Prepare club annual budget, with the help of officers.
- Chair the budget and/or finance committee, if your club has one.
- Maintain custody of all monies.
- Pay bills for authorized and budgeted expenditures.
- Prepare and furnish financial reports, as required by the club.
- Prepare for audits and necessary tax reports.
- Maintain up-to-date records.
- Balance records and accounts.
- Perform all other duties as specified in the club, district, and State Federation bylaws.

### **CLUB CHAIRMEN**

Chairmen are the drivers of specific club programs and projects. Serving as a club chairman provides many leadership training opportunities, and can be a stepping stone to future club leadership roles.

#### *Chairman Responsibilities*

- Present the committee with a general work plan.
- Organize and coordinate committee work.
- Organize meeting times and procedure methods.
- Prepare committee meeting agendas and preside at meetings; serve as the discussion leader.
- Appoint a committee secretary to keep committee meeting minutes.

- On behalf of the committee, report to the club and move adoption of any resolutions or recommendations.
- Manage records to pass on to the next chairman.
- Study program materials and take advantage of GFWC program resources to effectively implement successful programs and projects.
- Work closely with the president, dean of departments\*, and committee members in promoting and implementing programs of work.
- Read State Federation publications, *GFWC Clubwoman Magazine*, and other GFWC publications for program updates.
- Attend district, State Federation, Region, and GFWC meetings as able, and encourage other members to do the same.
- Promote club programs to potential members, media, and the community.
- Establish and maintain communication with corresponding district, State Federation, and GFWC chairmen.
- Perform all other duties as specified in the club, district, and State Federation bylaws.

\*The dean of departments is generally in charge of reporting to the State Federation and GFWC, although her responsibilities may vary by club.

## COMMITTEES

Committees are vital to GFWC's work, as they enable clubs to simultaneously carry out a number of activities. Committees consist of one or more members appointed or elected to consider, investigate, recommend, and/or take action on specific matters or subjects. Bylaws should determine how committees are created, and clubs may have as many or as few committees as they wish. Serving on a committee is a fun and meaningful way for members to contribute to their club and gain leadership experience in the process.

### *Types of Committees*

**Standing Committee:** a permanent committee that continues from year to year with changing personnel. If the president appoints the committee, committee members leave office automatically with the retiring president. Standing committees are usually included in the club bylaws.

**Special Committee:** appointed for a specific purpose. It ceases to exist when its work is completed; that is, on presentation of its final report, unless it is discharged sooner.

**Investigative Committee:** comprised of members on both sides of a question or controversy that a club needs to answer or resolve.

**Action Committee:** carries out a specific order and should consist only of members in favor of the action.

### *Committee Composition*

- Any club member is eligible to be appointed to a committee, pending any bylaw requirements.
- Ideally, a committee should have an uneven number of members to avoid tie votes.
- Bylaws often allow the president to be an ex-officio member of all committees (see page 2 for more information).

### *Committee Guidelines*

- A committee should transact business only when a quorum (majority of members) is present.
- The officer who appoints committee members also appoints the committee chairman and fills any vacancies. If a committee chairman has not been appointed, the first member named to the committee calls the committee together and acts as chairman until the committee meets and elects one.
- The club secretary should furnish the committee chairman with:
  - Notice of committee appointment
  - Matter referred to committee
  - Papers, documents, information, and other data related to the matter or question to be considered by the committee
    - Instructions from the officers who appointed the committee
    - Committee member contact information
- Committees do not need to keep formal meeting minutes, but this may be helpful. In smaller committees, the chairman usually keeps whatever notes are necessary, but a secretary may be elected or appointed by the chairman for larger committees.
- Committee meetings are reserved only for committee members. Other club members should be given an opportunity to express their views, so they may attend if the committee invites them or approves them to attend. After being heard, non-committee members should leave the meeting so the committee can deliberate.
- To protect full and free expression at committee meetings, committee deliberations should be kept private. Only matters contained in committee reports should be discussed outside these meetings.
- All club papers given to a committee must be kept in their original state and be returned to the club secretary after they are no longer needed by the committee.

### *Committee Reports*

A committee report is an official statement formally adopted by the majority of the committee. It is usually given by the committee chairman to the executive committee, executive board, and/or membership.

- Reports should always be given in the third person. For example, "The finance committee reports that..."
- While standing committees give reports from time to time, special committees should report at the club meeting after their appointment, unless otherwise instructed.
- Some reports may be made simply to inform the club of committee progress; annual reports fall into this category. For these types of reports, no action is needed. Reports may also present recommendations, which should be done at the end of the report.
- When a motion is needed to execute report recommendations, the member giving the report should make the motion.
- Report content should be agreed upon by the majority of the committee, and agreeing members should sign the report. Those members who do not agree may prepare a minority report.

### **Written Reports**

- Include what the committee was instructed to do, what it did, how it did it, and the result. The report should close with recommendations for immediate action.
- Submit copies to the president and secretary.
- Avoid the phrase "Respectfully submitted," as it is outdated and unnecessary.

The report may be filed, referred back to the committee, adopted, or rejected in part or as a whole.

## **Verbal Reports**

State facts uncovered, information obtained, or conclusions derived by the committee. The content of verbal reports varies by committee type:

- A committee formed to investigate or study presents a summary of the information gathered.
- A committee formed to take action gives a summary of work completed.
- A committee formed to make a recommendation briefly announces the recommendation. A motion is then made to put the recommendation into action for adoption. (This motion needs no second, because it comes from a group.) The member giving the report should close with, "On behalf of the committee, I move the adoption of this resolution [recommendation]."

### *Committee Member Responsibilities*

- Attend all meetings, and be on time.
- Volunteer to take charge of tasks.
- Offer ideas and opinions related to the task.
- Assist in creating unity of purpose and understanding.
- Help select the best course of action.

## **CLUB MEMBER**

The GFWC club member is the heart of the Federation, and dedicated, active club members are essential to a club's success.

### *Club member responsibilities*

- Attend meetings regularly.
- Participate in programs and projects.
- Communicate opinions and ideas.
- Conserve club financial resources; keep expenses under budget.
- Encourage others.
- Give credit where credit is due.
- Promote club membership and the activities of the GFWC.
- Positively represent the club to the community.
- Listen to others.
- Keep the club's purpose in mind.
- Persevere amidst shortcomings and difficulties.
- Prepare for each meeting.
- Promote a spirit of teamwork.
- Help resolve differences.
- Respect other club members.
- Maintain a sense of humor and flexibility; remember that your GFWC experience should be fun.

#### **INFORMATION ADAPTED FROM:**

*GFWC Club Manual* (2008-2010)

*GFWC Leadership Handbook* (1994-1996)

*Spotlight on Committees* (1993). Kansas City, Mo.: National Association of Parliamentarians

*Spotlight on You the President* (1993). Kansas City, Mo.: National Association of Parliamentarians

*Spotlight on You the Secretary* (1993). Kansas City, Mo.: National Association of Parliamentarians

*Spotlight on You the Treasurer* (1985). Kansas City, Mo.: National Association of Parliamentarians