

CLUB PRESIDENTS & BOARD TRAINING

North Carolina Federation of
Republican Women

INTRODUCTION

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the breakdown on participation is as follows:

- 5% Leadership - Elected Officers.
- 15% Leadership With Direction - Committee or Project Chairmen.
- 30% Workers - Will volunteer for committees and projects.
- 50% Members - Will pay dues, but seldom participates.



Preparation

- ▣ Knowledge
- ▣ Goals
- ▣ Budget
- ▣ Meetings
- ▣ Membership
- ▣ Resources

Knowledge

- ▣ Federation History
- ▣ Bylaws (these are the rules of your organization)
 - Club
 - NCFRW
 - NFRW
- ▣ Job Descriptions & Expectations
 - All Officers should understand their duties
- ▣ Appoint Committee Chairs
 - Committee Chairs should prepare a plan of action
 - Recruit members to participate on committee
 - Team building opportunity

Knowledge

- ▣ Understand Campaign Finance Law
 - NC Board of Elections has mandatory Treasurer's training for Club Treasurers
 - Important that Fundraising committee has understanding of law when planning fundraisers

- ▣ Parliamentary Procedure
 - Parliamentarian to be appointed by President
 - Keeps order in meetings

Club Goals

1. Improve Education
2. Increase Membership
3. Improve Participation
4. Community Service

Set Club Goals

Goals are the measuring stick for judging success

- ▣ Educational
 - Meeting speakers
 - Legislative issues
 - How to be an Activist

- ▣ Membership
 - RISE goals set by NCFRW
 - Set individual membership
 - Recognize and reward success

Set Club Goals

- ▣ Participation
 - At NCFRW Level (RISE goal)
 - At NFRW Level
 - With Republican Party

- ▣ Community – ‘Caring for America’
 - Giving back to the community
 - Scholarships
 - Donations to military

Budget

- ▣ Determine projects
- ▣ Calculate cost
- ▣ Plan fundraisers
- ▣ Budget should be approved at beginning of the year
- ▣ Provides guideline for club finances

Meetings

- ▣ Set meeting date and times
- ▣ Determine meeting program and schedule speaker
- ▣ Have meeting agenda
- ▣ Start on time - end on time
- ▣ Promote your meeting through Facebook, emails, newspaper, etc.

Membership

- ▣ Appoint Membership Chair
- ▣ Plan annual membership event to recruit
- ▣ Be prepared with club brochure about the benefits of membership
- ▣ Target GOP events, rallies, tea parties, etc.
- ▣ Reward recruitment efforts
- ▣ Mentor new members – assign Big Sister

Utilize Resources

- ▣ Achievement Awards – Road map to club activities
- ▣ NFRW website
 - Provides templates, training and tips
- ▣ NCFRW website
- ▣ NCFRW NCWeekly Enews
- ▣ NCFRW Legislative Report & Grassroots Activism
- ▣ NCFRW Board Meetings

The ABC's of Leadership

- ▣ Attitude
- ▣ Budget
- ▣ Communication

Attitude

- ❑ A successful leader's attitude must always be positive. Attitudes are contagious.
- ❑ Lead with a smile on your face and emphasize the numerous opportunities available to volunteers in a political organization.
- ❑ Help make involvement in political activities fun – we all have only so many hours in our day to dedicate to volunteer activity and if they do not enjoy that time, volunteers tend to not complain, they just walk away...
- ❑ Inspire within your sphere of communication.

Budget

- ▣ This word normally makes us think of money, but think of a more important use of that word – budgeting of time.
- ▣ Make wise use of volunteers' time.
- ▣ Have a meeting agenda and enforce the time frame.
- ▣ Use a timer for reports at your meetings.
- ▣ “Hide” 5 minutes in each hour of your agenda to allow for logistics.

Communication

- ❑ The most important element in leadership is the ability to communicate and the willingness to do so.
- ❑ Rule #1 – regardless of the activity or occasion, name tags are a must.
- ❑ Rule #2 – have a sign-in sheet at the entrance where name tags are located and include email addresses.
- ❑ Appoint someone to welcome every person who arrives – and with a smile.

Communication

- ❑ Newsletters are vital to any organization – even if just a postcard.
- ❑ Remember that politics is people and if you attempt to take people out of politics by trying to communicate only via computers, your success as a leader will suffer.
- ❑ Purchase business cards that include the logo of NCFRW or your Club, or just use the GOP elephant.
- ❑ Hand them out like ‘popcorn’ at rallies, GOP events, and campaign activities.

You Have 2 ears & 1 mouth

“The wise old owl sat on a limb in the oak. The more he heard, the less he spoke. The less he spoke, the more he heard. That’s how he became the wise old bird”

- ▣ A leader must listen.
- ▣ Do not interrupt and concentrate on what is being said.
- ▣ You may not agree with opinions on all issues raised, but disagree with respect.

Communication

- ▣ Participate with other Clubs.
- ▣ Have joint fundraisers and campaign activities.
- ▣ Attend NCFRW Board Meetings.
- ▣ Share ideas.
- ▣ Networking provides results.

Leave it Better than You found It

Your duty will be to lead and guide your members.

Look for the best in every member and in every situation.

Set the pace, and lead by example, asking nothing of any member that you are not willing to do yourself.

Your willingness to serve together as a team will determine your success.

Questions

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