

CLUB PRESIDENTS CHECKLIST

1. Use the meeting procedure form found in the secretary's handbook. A copy is provided from each month. Fill this form out before the meeting.
2. Study the entire club officers' handbook before your first meeting.
3. If not already done, appoint officers for each standing committee of your club.
4. Appoint chairmen for each of the five community service committees.
5. Develop committee service activities before the January meeting.
6. Develop a club calendar of events. Distribute to club members, zone and district officers. Review the Important Dates and Deadlines in your Officers' Handbook.
7. Offer each club member a copy of the club constitution and by-laws. Make sure each board member has one.
8. Verify each month that the club secretary and treasurer send information to Ruritan National by due dates.
9. Use the actual Constitution and By-Laws to answer questions; never try to quote from memory.
10. Read the club guide to visitors found in your officers handbook.
11. Learn what the Ruritan Foundation is. Participate in it.
12. Review the awards guideline and be clear with your officers and club what it takes to achieve these awards.
13. Encourage members and officers to visit other clubs.
14. Encourage members and officers to attend all zone, district and national functions/conventions.
15. Start and end meetings on time.
16. Follow 30, 30, 30 rule. 30 minutes dinner, 30 minutes club business, 30 minutes speaker/program.
17. Take care of club business at the Board of Director meeting.
18. Have Fellowship Committee welcome every member and especially the guests.
19. Have your Secretary fill out the monthly report before leaving the Club Membership meeting and mail it on their way home.
20. Have the Treasurer give the Secretary checks at the meeting so they can be included in the mailings to Ruritan National.
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