

The President

The role of the President is the most important position in the Club. It is this position that is the "face of the Club" someone who people can specifically address regarding matters that affect the club.

It is your responsibility to ensure that all the office bearers have the necessary support to perform their roles effectively and hence have the club run efficiently. For example, if a secretarial matter is overlooked, then that is your responsibility and not the secretary's'.

Your challenge is to keep your finger on the pulse.

Prior to the Term

At Rostrum the office bearers are elected well ahead of term. This is an advantage so the members of your team can hit the ground running. It is your duty to see that happens. To do this, you must be familiar with the various duties of the Office Bearer positions. Take the time to brief yourself on roles you're not familiar with then make sure members of your team know what's expected of them!

Familiarise yourself with the Rostrum constitution and the resolutions binding on the club. Make sure each office bearer is also familiar with the resolutions that pertain to their office.

During the Term

Since you are the public face of the club, various duties fall to you. About all most members will see is you opening the meeting each week or welcoming a new member at induction, however there's a lot more that goes on!

The trick is preparation! Your aim is to anticipate what is coming up and be prepared in advance. Look out for matters like membership issues, debates and other activities in the wider Rostrum movement. Plan ahead to see that we enter speakers in competitions etc. Look for a recipient for the President's Cup and the Jill Ebbott Award. Have committee meetings to decide on matters and announce the decisions at the meetings. This will convey the impression that the club is in good hands.

The Weekly Meeting.

Prior to the meeting.

Be in contact with the secretary to check for any correspondence that may need to be dealt with. Check a couple of days before each meeting that the speaker rostered for the chair are prepared for the role.

To open the meeting,

Your duty is to add a few words to the opening and introduce the Chairman for the night. The words you choose should be something relevant from the last week that pertains to the ideals of Rostrum and is a lead-in to introducing the Chairman. The length of time suggested is definitely no more than 2 minutes with 1 minute being the target.

During the meeting.

Sometimes issues escape your attention, so be on the lookout for such matters. The chairman will often receive tricky questions about matters pertaining to the club so be ready to intercept these questions to take the pressure off the chairman. Be forthcoming to volunteer to follow up on the matters raised and look for opportunities where volunteering can diffuse an issue. Make sure the follow-up is carried out or you'll be a sitting duck at the next meeting!

After

Make a point of personally introducing yourself to any visitors that have come along and have a yarn with them including inviting them to stay for a drink. If there is more than one visitor, make sure another club member speaks to the other visitors. See that the Training Officer is aware of including any matters arising from the meeting in the club program.

Finally, start preparing for next weeks meeting.

The Induction Ceremony

It is important that this ceremony is performed with polish. To achieve this, a number of aspects have to be planned well before the meeting. Items such as the new members kits and the badges have to be obtained, briefing the Inductee about the ceremony and of course, scheduling of the Induction into the program. For more information about the Induction, follow this link.