

The Executive Committee



Your club's executive committee is the key to the club's success. Regular executive committee meetings designed to plan and review progress will help keep your club on track and help members achieve their goals. As president, it's your duty to schedule and chair these meetings and to arrange for a replacement if you're unable to attend.

Some club's executive committees meet twice a month, others meet monthly. How frequently the committee meets is the committee's decision. Make the most of the time when you do meet, and keep in close contact with each member between meetings.

Productive executive meetings include these elements:

1. An agenda. Prepare a complete meeting agenda and distribute it to each member of the executive committee several days before the meeting. The agenda should include minutes of the last meeting, officers' reports, inactive membership status, membership and educational activities review, old and new business review.
2. Parliamentary procedure. Following parliamentary procedure will keep the meeting organized, orderly, coherent and productive.
3. Pace. Keep the meeting fast-paced and short. Save the brainstorming and creative thinking for the end.
4. Participation. Every executive committee member should have a report or be asked to contribute during discussions. Participation promotes teamwork.
5. Review of progress. At every meeting you should review your club's annual goals and its progress, using the Club Success Plan and Distinguished Club Program to guide you. Is the club on target? Are there problem areas? What adjustments need to be made?
6. General meeting agendas. Discuss the agendas for the next one or two club meetings and note the business items that need to be conducted before the club.
7. Encourage creativity and new ideas. Don't be locked into the "we've always done it this way" mentality.

Remember: All decisions by the executive committee must be ratified by the club. Any decision of the executive committee which the club fails to approve is null and void.

Parliamentary Procedure

Knowledge of parliamentary procedure is essential to your success as president. Become familiar and comfortable with parliamentary procedure and you will lead club meetings and executive committee meetings with confidence and ease.

Have on hand at meetings a copy of *Robert's Rules of Order, Newly Revised* (Item B30) or other parliamentary authority recognized in your country. You may also benefit from conducting Toastmasters International's Success/Leadership programs "Parliamentary Procedure in Action" and "How To Conduct Productive Meetings" in your club.