

## **GENERAL INSTRUCTIONS FOR THE PRESIDENT OF THE CLUB**

1. Presidents please note:

- The new Inner Wheel Year starts on 1st July.
- The Installation must take part by the first week of July at the latest.
- The President is installed, the jewel handed over and then she conducts the meeting.
- All files, relevant records, literature and documents should be handed over to President towards the end of June.
- Start keeping records immediately.

2. To Possess the following items:

- Presidents collar with navy blue colour.
- A Club Banner
- Officer's Badges
- Extra Membership pins in stock
- Forms for registering new Members
- Banners for display and for exchange with other Clubs.

3. District Committee Meeting Minutes or at least important parts from them must be read at the Club Meetings. Members should know, what is going on in the District and take an active interest in it.

4. Interest in International Inner Wheel and Association Council Matters:

- Take an active interest in the above matters.
- Reply to correspondence regularly and promptly.

5. Nomination for District Offices:

- Think about it in October and November.'
- Forms should be sent in time.

6. Observe International Inner Wheel Day on 10th January, by some form of special services.

7. Election Meeting in December.

8. On receipt of Association, ballot papers, go through the bio data of the candidate in the Club Meeting, cast the vote and return the Ballots in time.

9. If Ballots are not received in December, inform District Secretary immediately.

10. Nomination of Delegates to the District Committee.

- Be careful in their appointment and selection
- They must be willing to attend District Committee Meeting, Assembly and Conference.
- Must vote and do as Club directs.
- Must report back to the Club.

- Must keep notes of the Meeting they attend.
- Good to have the President and Secretary / Treasurer as delegates.

Remember Delegates are eligible for District Offices. They are Ambassadors, so make the best choice. Encourage Members to become Delegates. If a Delegate is unable to attend a District Committee Meeting, the Club President must give a letter of authority on the Club Letterhead, to a Deputy Delegate, who should have served at least one year on the Club Executive Committee to attend the Meeting.

11. Annual General Body Meeting must be held in June.

12. Directory forms to be sent by 30th March. For any kind of help remind the District Chairman and the District Secretary, who are always there to help you. Treat them as your Friends and do not hesitate to approach them.

### **GUIDELINES FOR CLUB PRESIDENT**

- The President presides over all the meetings, and is responsible for the interests and well being of the Club.
- She should be impartial in all matters, her aim to promote Friendship and Service by personal contact with every Member of the Club.
- The IIW Constitution and Handbook Association Bye-laws, District Committee Rules, Guidelines for Clubs, District and Association should be studied thoroughly and refer to them without hesitation. This is better than making a mistake.
- If the above Rule Books are not available, an order has to be placed with District Treasurer. Including the Association and International Inner Wheel Directory.
- Accept suggestions from your Members, with an open mind and plan your activities and projects, well in advance, with their cooperation.
- Every month, tell your Members in brief, all that has taken place in the Club, during the month.
- Welcome “New Members” correctly always following the procedure given in district directory.
- Try and increase your Membership.
- Arrange as many Fellowship Programmes, as possible.
- Be prompt in your correspondence with International Inner Wheel, Association President, District Officers and Link Clubs.
- The Ballot of IIW and Association come to the President in November – January Be prompt in sending them.
- Encourage and persuade your Members to attend Club and District Level function in large numbers.
- Work in harmony with your Secretary, because it is she who takes the burden of the work.
- Design yourself, to giving quite a bit of your time to Inner Wheel work, during the year.
- Be just in your decisions.
- Make sure of “unity” and “frankness” amongst fellow members.

- Act immediately and see that each Member is doing her bit by rendering some personal service.
- Offer “hospitality” freely to the Inner Wheel Members from other Districts.
- All letters and correspondence from the Chairman, District Correspondence and correspondence from Association President, IIW Magazine and other literature should be read to Members at the Meetings.

**Files to be maintained by Club President**

- Files containing Correspondence with (i) Association and IIW (ii) District Executive (iii) Other Clubs
- List of members with names, addresses, phone no., email, birth dates and wedding anniversaries. Project file, if any
- Photo album (if you have one).
- Original Charter
- Club Seal