



Training for Incoming President

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Association President 2022-23

Who is a President?

**A President
is
the Leader of the Club**



Qualities of a PRESIDENT

- P** – **Perseverance**
- R** – **Responsible**
- E** – **Enthusiasm**
- S** – **Sensitivity**
- I** – **Initiative**
- D** – **Delegation**
- E** – **Encouraging**
- N** – **Nurturing Talent**
- T** – **Team Builder**

Begin your work ...

- ▶ Attend training program
- ▶ Get files and material from outgoing President

Remember !!!

Preparedness is the key to success



Before taking charge.....

- ▶ Gather thorough Inner Wheel Knowledge
- ▶ Study the IIW and Association Bye-laws and Guidelines
- ▶ Be thorough with the protocol of Inner Wheel



Duties of the President

- **Before the Meeting**
- **During the Meeting**
- **After the Meeting**



Before the Meeting

- ▶ Coordinate with Secretary to prepare the Agenda
- ▶ Keep a copy of Agenda ready to conduct the meeting with ease
- ▶ Plan projects – general
 - Date
 - Time
 - Venue
 - Budget



During the Meeting

Wear the Collar

Preside

Conduct

Maintain Decorum and Protocol

Share – Correspondences and Reports

Wish the Members on their Birthdays and Anniversaries

Welcome New Members

Accept Suggestions



After the Meeting

Help Secretary Prepare Minutes

Prepare for Projects Sanctioned

Follow-up decisions taken during meeting



Other Responsibilities

At various levels

Club

District

Association

IIW

Responsibilities

At Club Level

Undertake Projects

- Based on Association Goals
- District Thrust Areas
- Club's Ongoing Projects

Celebrate Various Days

Increase Membership

Involve all Members

Work in Harmony with the Secretary and your Team

At District Level

- ▶ Keep Constant Contact with Fellow Presidents
- ▶ Coordinate with District Chairman and District Secretary
- ▶ Reply to any Correspondence from District
- ▶ Attend District Events in Maximum Numbers
- ▶ Vote in the District Elections

At Association level

Vote in Association Elections

Attend the Association Events like the Triennial Conference in large numbers

Attend the South Asia Rally in large numbers

At IIW Level

- ▶ **Attend the IIW Convention**
- ▶ **Nominate an eligible Inner Wheel member as Voting Delegate at IIW Convention**
- ▶ **Vote at the IIW Elections positively**

Files and Registers

- ▶ Correspondance Files for
 - IIW & Association
 - District
 - Clubs in District
- ▶ Photo Album
- ▶ Project File
- ▶ Member's List (Club Roster)
- ▶ Club Letterheads and Envelopes



Always keep with you

- ▶ IIW Constitution
- ▶ Association Byelaws
- ▶ Guidelines Book
- ▶ District Directory
- ▶ Club Flags
- ▶ Collar
- ▶ Charter
- ▶ Stamp of the Club
- ▶ Pins for the New Members

Don't forget to....

- encourage the incoming team of the Club to attend District Training Institute
- In June , pass on the material you have to the Incoming President

Remember !!!!

It is the Action which speaks volumes of the position

A leader is someone who paves way to other leader

SoGetSetGo..... !!!

Make the Inner Wheel Year a Memorable one !!!

THANK YOU