PRESIDENT

ROLES & TIPS

LEADERSHIP
- Remember to maintain order among the board members and general members.
- Lead general meetings, as well as aiming to achieve organization’s mission/goals
- Be consistent and plan to show up to every club meeting.

MANAGEMENT
- Make sure to keep track of time during meetings and other time-sensitive deadlines throughout the year.
- Promote your board’s development of public speaking skills by allocating time for to lead some general meetings.

COMMUNICATION
- Make sure to check in with your board members to see how they’re handling their role.
- Remember that you can always ask your board members for help and advice in your role!

BE PREPARED!
- There might be awkward silences, so it would be best to discuss with your board members beforehand how to tackle those!
  - Tip: have some unique icebreakers or games to engage general members
- Make sure that each speaker is prepared for the general meeting(s).
  - Tip: Practice running through the meeting beforehand!

HAVE FUN!
- It’s important to have fun with the rest of your organization members throughout the year!
- Collaborate with your members to come up with fun activities.