

MoFRW Club President's Workshop 2020

Meetings

1. Start and end meetings on time (determine how long your meetings will require)
2. Agenda – (Template handout)
 - a. email your agenda to members prior to the meeting
 - b. follow your agenda – following an agenda will allow you to stay in control of the meeting
3. Importance of a positive meeting
 - a. Make sure you have your necessary information at hand and in order– (don't have paperwork in your briefcase, purse or on a table)
4. Never lose control of your meeting –
5. Guests and new members are more likely to return if the meeting is run in a businesslike manner
6. Allow time for meet and greet before you start
7. Smile - be happy and positive

Speakers

1. Let speakers know how much time they have on the program
2. Ask speakers if they would take questions following their program or after the meeting
3. Before they speak ask members to hold all questions and if time permits speaker will take questions
4. If someone starts to ask questions during the speakers presentation, just say please your question

Communications

1. Email information to club members from MoFRW, NFRW, MoFRW website, MoFRW Facebook
2. Reminder: MoFRW and NFRW communicates via emails, Facebook and Websites
3. Email meeting agendas and events to your members
4. Club emails – appoint a member to communicate with those that don't have email
5. Provide information about township, county and state events and how members can participate

Bylaws

1. Always have a copy of your club's bylaws at the meetings
2. Make sure they are up-to-date and compliant with the MoFRW bylaws
3. If you need to make changes be sure you email the new bylaws to MoFRW Bylaw Chair, Donna Foster for review
4. A copy of the MoFRW bylaws are on the website