



Training Outline: Club President-Elect

This training outline is designed for incoming Club Presidents-Elect. It focuses on preparing them for the significant responsibilities of the Club President role by emphasizing learning, participation, and active engagement with club, district, and national initiatives.

Module 1: Understanding the Club President-Elect Role & Club Structure

Objective: To provide a foundational understanding of the Club President-Elect's position and its importance in the club's leadership succession.

- **1.1. Role of the Club President-Elect:**
 - The primary function is to prepare for the subsequent year's role as Club President.
 - To observe, learn, and assist the current Club President and other officers.
 - To represent the club at various district and national events, gaining broader organizational perspective.
- **1.2. Key Relationships:**
 - Close collaboration and mentorship from the current Club President and Immediate Past President.
 - Working alongside other Club Officers (Secretary, Treasurer).
 - Understanding the support provided by the District Director and Volunteer Field Representative (VFR).
 - Connecting with peers (other Club Presidents-Elect) at district and national training events.
- **1.3. Eligibility and Progression:**
 - Understanding the path from President-Elect to Club President.

Module 2: Preparation for the Presidency

Objective: To actively engage in learning and training opportunities to build the necessary skills for leading an Exchange Club.

- **2.1. Leadership Training Participation:**
 - Attending district-level leadership development conferences or club officer

training sessions.

- Participating in specialized officer training sessions, particularly those designed for Club Presidents-Elect.
- Engaging in discussions at educational conferences to gain insights into club challenges and solutions.
- **2.2. Utilizing Exchange Education:**
 - Completing the "Club President Orientation" course on the Exchange Club Member Website.
 - Exploring other valuable training courses available through Exchange Education.
 - Understanding that completion by August 1 may be required for certain awards.
- **2.3. Mentorship and Shadowing:**
 - Actively seeking guidance and insights from the current Club President.
 - Observing how the Club President presides at meetings, manages the board, and addresses club matters.

Module 3: Learning Club Governance & Operations

Objective: To gain a practical understanding of how the club is managed and operates.

- **3.1. Board of Directors Meetings:**
 - Attending all Club Board of Directors meetings.
 - Understanding the agenda, decision-making processes, and oversight functions of the board.
 - Learning how the business of the club is handled by the board.
- **3.2. Club Bylaws and Policies:**
 - Familiarizing oneself with the club's specific bylaws and operational policies.
 - Understanding how board decisions align with club, district, and National Exchange Club bylaws.
- **3.3. Committee Structure and Work:**
 - Understanding the role of standing and special committees within the club.
 - Potentially participating in a committee to gain hands-on experience in program planning and implementation.
 - Learning how committees report their progress to the board.

Module 4: Engagement in Club Programs & Membership

Objective: To understand and contribute to the club's core activities in service, membership, and fundraising.

- **4.1. Programs of Service and National Project:**
 - Familiarizing oneself with the club's active participation in Americanism, Community Service, Youth Programs, and the National Project (Prevention of Child Abuse).
 - Understanding how the club's projects align with these areas.
- **4.2. Membership Growth and Retention:**
 - Learning about the club's ongoing membership recruitment and retention programs.
 - Understanding the importance of new member induction and orientation.
 - Contributing ideas and support to membership initiatives.
- **4.3. Fundraising Activities:**
 - Understanding the club's fundraising efforts and how funds are raised and utilized for service projects and operations.
- **4.4. Club Meetings and Activities:**
 - Actively participating in regular club meetings and social events.
 - Promoting a positive and inviting atmosphere within the club.

Module 5: Utilizing Resources & Networking

Objective: To leverage available resources and build a network of support for effective leadership.

- **5.1. Online Resources:**
 - Proficiently navigating the Exchange Club Member Website for the Club Leadership Guide, forms, and other relevant documents.
 - Accessing educational videos and podcasts.
- **5.2. Communication and Technology:**
 - Understanding and utilizing modern communication tools (email, social media, virtual meetings) for club and inter-club communication.
- **5.3. Networking with District and National Leaders:**
 - Attending district conventions, educational conferences, and the National Convention to network with District Directors, VFRs, Regional Vice Presidents, and National Headquarters staff.
 - Utilizing these opportunities to ask questions and learn from experienced leaders.

Resources for Club Presidents-Elect:

- **Club Leadership Guide:** Essential reading for understanding all aspects of club operations and officer roles.
- **Club Bylaws:** Familiarize yourself with the specific governance of your club.
- **Exchange Education Courses:** Particularly the "Club President Orientation"

course on the Exchange Club Member Website.

- **Exchange Club Member Website:** Your central hub for all official documents, program information, and club reporting.
- **Current Club President:** Your primary mentor; learn by observing and assisting.
- **District Director:** Your key contact for support and guidance from the district level.
- **National Headquarters Staff:** Available for general questions, advice, and leadership materials.

This outline provides a focused and practical guide for Club Presidents-Elect, ensuring they are well-prepared to step into the role of Club President and lead their club effectively.