



Training Outline: Club Board Director

This training outline is designed for incoming Club Board Directors. It aims to provide a clear understanding of their role as part of the club's governing body, emphasizing their responsibilities in decision-making, oversight, and active participation in club and committee activities to further the club's mission.

Module 1: Understanding the Club Board Director Role & Club Structure

Objective: To provide a foundational understanding of the Club Board Director's position and their vital contribution to the club's leadership and governance.

- **1.1. Role of the Club Board Director:**
 - Serving as a member of the club's Board of Directors.
 - Participating in the management and policy-making of the club.
 - Contributing to the club's overall success in service, membership, and leadership development.
 - Acting as a representative of the general membership on the board.
- **1.2. Key Relationships:**
 - Collaboration with Club Officers (President, President-Elect, Secretary, Treasurer, Immediate Past President) on the board.
 - Interaction with club members and committee chairs.
 - Understanding the link to District Directors and the broader Exchange Club structure.
- **1.3. Eligibility:**
 - Elected by a majority of all votes cast from the general membership of the club.

Module 2: Club Governance and Decision-Making

Objective: To effectively participate in the club's governance and decision-making processes as a board member.

- **2.1. Board of Directors Meetings:**
 - Attending separate quarterly meetings of the Board of Directors, where the business of the club is handled.

- Understanding the meeting agenda, which is prepared in advance by the Club President.
- Actively participating in discussions and decision-making on club policies, management, and strategic direction.
- **2.2. Understanding Club Bylaws and Policies:**
 - Familiarizing oneself with the club's bylaws, which govern its operation.
 - Ensuring that board decisions are consistent with club, district, and National Exchange Club bylaws and policies.
- **2.3. Oversight Responsibilities:**
 - Providing oversight of club finances (in coordination with the Treasurer and Finance Committee).
 - Monitoring the progress of club projects and activities.

Module 3: Committee Involvement and Support

Objective: To actively contribute to the club's work through effective committee participation.

- **3.1. Role in Standing and Special Committees:**
 - Understanding that standing and special committees are established by the Board of Directors as necessary.
 - Potentially serving on one or more committees based on interest and club needs.
- **3.2. Committee Planning and Implementation:**
 - Participating in committee meetings to plan programs that meet objectives and fulfill purposes.
 - Contributing to the development of short- and long-term goals and action steps for committees.
 - Assisting in the implementation of committee plans.
- **3.3. Reporting and Accountability:**
 - Ensuring that regular progress reports from committees are made to the Board of Directors.
 - Working to ensure committee work is well-planned, monitored, and consistent with club goals.

Module 4: Supporting Club Operations and Programs

Objective: To understand how the board director's role supports the club's core activities, including service programs, membership, and fundraising.

- **4.1. Programs of Service and National Project:**
 - Supporting the club's active participation in the National Exchange Club's

Programs of Service (Americanism, Community Service, Youth Programs) and the National Project (Prevention of Child Abuse).

- Understanding the relevance of these programs to the local community.
- **4.2. Membership Growth and Retention:**
 - Supporting the club's ongoing, aggressive membership recruitment and retention programs.
 - Contributing ideas and efforts to ensure the club maintains a healthy membership size.
- **4.3. Fundraising:**
 - Supporting efforts to raise sufficient funds for planned service programs.
 - Upholding high standards for all fundraising activities and ensuring funds are used appropriately.
- **4.4. Club Meetings and Activities:**
 - Promoting attendance at regular club meetings and activities.
 - Ensuring an inviting and positive atmosphere for all club events.

Module 5: Utilizing Technology and National Resources

Objective: To leverage available technology and national resources to enhance personal effectiveness as a board director and support the club.

- **5.1. Online Resources:**
 - Accessing the Exchange Club Member Website for information on programs, policies, and resources.
 - Familiarizing oneself with the Club Leadership Guide and other relevant documents.
- **5.2. Communication Tools:**
 - Utilizing modern communication tools (email, social media, virtual meetings) to stay informed and engaged.
- **5.3. Exchange Education:**
 - Utilizing Exchange Education courses on the Exchange Club Member Website for ongoing personal development and understanding of Exchange programs.

Resources for Club Board Directors:

- **Club Leadership Guide:** Essential for understanding club operations and the roles of officers and board members.
- **Club Bylaws:** Your primary guide for the rules and regulations of your specific club.
- **Exchange Education Courses:** Available on the Exchange Club Member Website for general knowledge and specific officer roles (even if not an officer, these provide valuable context).

- **Exchange Club Member Website:** Central hub for documents, program information, and club reporting.
- **Club President:** For agenda, direction, and specific requests for the board.
- **Club Officers:** For collaboration on specific areas of club management (e.g., Secretary for records, Treasurer for finances).

This outline provides a clear framework for Club Board Directors to understand and fulfill their responsibilities, ensuring they are active and effective participants in their club's leadership.