

Gyro International

Club President:

The Club President is the head of the club. He guides the club with the advice and assistance of his fellow officers and directors. He is directly responsible for the club's welfare during his term of office.

He should guide and direct, be a good listener and a good negotiator. The tools to work with are tact, general firmness and persuasion. Leadership skills can be acquired with experience.

The Club is a team and the President is part of that team. He should solicit and accept the help of other members of the club.

Duties and Responsibilities:

1. Complete the form listing club officers and forward to Gyro International and to the District Governor.
2. Appoint chairmen for all committees. Consider the person's skills, experience, availability and interest in the committee.
3. Everything should be done to produce a good Club Bulletin with copies sent to each club member, to other clubs and to District and International Officers.
4. Familiarize yourself with your Club's Policies & Procedures or By- Laws, if necessary, a committee should be formed to review and update them.
5. Set up a leadership training session for Club Officers and Directors.
6. Preside over all club meetings, or appoint someone to do so.
7. Find ways of including Gyrettes in the club social events or other activities.
8. Try to involve every member in the activities of the club.
9. Ensure historical records are kept and passed on to the District Historian.
10. Attend all District meetings, or send a delegate to represent the club.
11. Encourage members to attend District functions and to make visitations to other clubs in the District.

12. Ensure the Club Secretary passes on information, such as changes, immediately to the International Office with a copy to the District Governor.
13. Prior to the installation of new members, ensure the Secretary has ordered and received Membership Kits and, if necessary, Gyro pins from the International Office for presentation at the time of installation.
14. Present written reports at the Club's Annual meeting and at the Interim and Annual District meetings.
15. The Club President should be familiar with the proper Protocol to be used at all Gyro functions.
16. The President shall ensure that **A Welcome to New Gyros** Document, which has been personalized by him, is included in the New Members Kit.