

PRESIDENT

President Job Description

A PRESIDENT CAN MAKE OR BREAK THE LOCAL HI-Y! PUT THE EFFORT FORWARD TO MAKE YOUR HI-Y THE BEST IT CAN POSSIBLY BE! THE HI-Y PRESIDENT . . .

Knows the HI-Y story
Leads the HI-Y
Encourages the participants to be involved
Works closely with all the officers
Makes sure every participant has responsibilities
Delegates authority
Maintains high standards
Attends National Leadership Camp at the HI-Y Leadership Center

Every HI-Y participant will know if you are a sincere President. Be the best President you can be because your heart calls you to action, not because it's the popular thing to do!

HERE ARE YOUR DUTIES:

- Serve as the Chair of the Executive Committee and attend all of its meetings.
 - Prepare an agenda for every meeting.
 - Preside at meetings.
 - Inform participants of all events and opportunities.
 - Serve as Ex-officio member of all committees.
 - Know the duties of all the officers and Committee Chairs.
 - Make sure all other officers know their jobs and are effectively doing them.
 - Maintain regular contact with the Advisor.
 - Incorporate the HI-Y mission into all activities.
-

DEDICATION AND DETERMINATION ARE TWO INGREDIENTS OF A SUCCESSFUL HI-Y PRESIDENT. HERE ARE SOME "TIPS" TO HELP YOU BE A BETTER HI-Y PRESIDENT.

- Use parliamentary procedure at meetings.
- Set a regular time for meetings.
- Involve the entire HI-Y in making decisions and in carrying them out.
- Keep meetings moving by making sure each person with a place on the agenda is prepared.
- Set a regular meeting time for you and your Advisor.

HI-Y Yearly Planning Calendar

(To use in long-range planning meeting at beginning of school year)

HI-Y _____

School Year _____

	Meeting Program	School Service Project	Community Service Project
Sept.			
Oct.			
Nov.			
Dec.			
Jan.			
Feb.			
Mar.			
Apr.			
May			

BE SURE THE FOLLOWING ARE PLANNED AND INCLUDED DURING THE YEAR:

- | | |
|------------------------------|----------------------|
| | Date
Accomplished |
| Membership Drive | _____ |
| New Member Induction Service | _____ |
| HI-Y Missions | _____ |
| State HI-Y Conferences | _____ |
| Fund Raising Project | _____ |
| HI-Y Week | _____ |
| Officer Installation | _____ |

How to Conduct a Good Meeting

1. PRINCIPLE OF INVOLVEMENT

The more involved we become, the greater responsibility we feel for our success.
INVOLVEMENT = RESPONSIBILITY

Club officers need to be involved in planning their HI-Y's operation. The more members participate, the more their interest grows. Involve your members...HI-Y is not a spectator sport.

2. PLAN MEETINGS WELL IN ADVANCE

Officers must meet regularly to plan HI-Y activities. An extended (one to three hours) monthly planning meeting, reinforced by weekly check-up meetings, can be helpful.

3. WRITE DOWN YOUR AGENDA

A written agenda is a map for the meeting. It shows you know what you are doing. It builds respect for you as a leader. Be ready at each meeting to show members how far we need to travel during the time we share together.

4. PROGRAM MUST BE PEOPLE-CENTERED - NOT JUST ACTIVITY-CENTERED

It is easiest to plan an outing, a party, a swim or a film, but while most members will be interested in such activities, they will soon begin to lose interest in HI-Y, since such activities can be found almost anywhere. More importantly, any sharp young student will go "all out" for programs that are meeting some their deeper needs and interests. Officers must be sure to use tools available to discover the interests and needs of HI-Y members and plan people-centered programs to meet these needs.

5. DON'T TRY BLUFFING

If HI-Y members complain that other members are unruly, don't pay attention, or talk during business meetings, etc., it may be that the following is happening:

- a. The Presiding Officer does not have a written agenda;
- b. The decision the HI-Y is asked to make is really one which the Executive Committee or the President should make;
- c. There is insufficient information collected in advance, THEREFORE HI-Y members cannot make a sound decision;
- d. The President or Officers have made a decision members should have shared;
- e. There are too many items on the business agenda. "All business" is boring. Allow time for programs and fellowship.
- f. The Presiding Officer, when a new item of business requiring heavy debate is presented from the floor, permits immediate discussion on it rather than referring it to a committee for consideration at the next meeting.

IF THE GROUP HAS A HISTORY OF NOISY, DISORGANIZED BUSINESS MEETINGS, THIS PATTERN CAN BE CHANGED BY FOLLOWING SOME OF THE ABOVE SUGGESTIONS.

Opportunities of the President

1. DISCIPLINE CONTROL

- Limit discussion.
- Follow Parliamentary Procedure.
- Direct all work through committees.

2. ASSURANCE OF WELL PLANNED AND EXECUTED PROJECTS

- Have planning sessions.
- Place all events and projects on HI-Y and school calendar.
- Assign each project to a committee to be planned.
- Keep in touch with Committee Chairs.
- See that members are personally encouraged to participate.
- Give praise and recognition for a job well done.

3. ASSURANCE OF ORDERLY MEETINGS

- Plan all meetings in advance.
- Build agenda according to time allowed for meeting.
- Avoid delay and confusion.
- Limit discussion.
- Work through committees.
- Keep programs moving.
- START ON TIME - DISMISS ON TIME.

4. ASSURANCE OF FUNCTIONING COMMITTEES

- Appoint competent Committee Chairs.
- Emphasize the importance of committee work.
- Keep close check on progress of committees.
- Help other Officers.

5. ASSURANCE OF THE FULFILLMENT OF HI-Y's PURPOSE

- Set a personal example of dedication and involvement.
- Evaluate your HI-Y activities.
- Place emphasis on inspirational "Visions" at all activities (not just meetings).

6. MAINTENANCE OF REGULAR ATTENDANCE AT MEETINGS

- Announce when and where each meeting will take place.
- Contact absentees immediately.
- Have a good program and members will attend.
- Make business meetings as brief as possible.