

Information Notes for the President

What does the President do?

The Club President is the 'figurehead' of the Club. You must always act in the best interest of the Club, not yourself.

The foundation of good presidency lies in having a thorough grasp of committee procedure, as this knowledge will bring all the respect needed.

The successful President is the one who knows the rules of the game and knows where to stand so that everyone plays according to those rules.

The most important role a President has is chairing the Annual General Meeting [AGM] held by the Club. The President must keep charge of the meeting and be aware of what is going on to ensure that all the relevant items are covered.

The President will also 'run' the Annual Dinner/Harvest Supper, ensuring that it runs efficiently and effectively.

The President also acts as a point of contact for anyone to gain information about the Club, particularly within the local community.

How do I chair the AGM?

When chairing the AGM the following must be considered:

- **Agenda**
The President (Chair) must know what business is on the agenda before the meeting is opened. Keep to the items as listed, unless otherwise agreed by the meeting.
- **Minutes**
These will be written up, distributed and read by the (Minute) Secretary. If correct, the meeting agrees to them being "signed as a true and accurate record of what took place" by the Chair.
- **Reports**
Each Committee member must be given the opportunity to give a report to the Club communicating any important information, e.g. Executive



Committee report. Once the report has been given, discussion can take place, if necessary.

At the AGM formal reports must be given from the Treasurer to discuss the year-end accounts and these must be 'formally' adopted, i.e. Proposed and Seconded.

- **Debates**

If a debate occurs at any time during the meeting the Chair must insist that all speakers address the Chair so that they can decide who speaks first. The Chair can also choose to wind up a debate at any time.

- **Voting**

Where votes are necessary, a show of hands will usually suffice, i.e. 'those in favour?', 'those against?', 'any abstentions?'. If the matter is of a sensitive nature, slips of paper may be used. Once collected and counted, a decision can then be made. A 'unanimous' vote means that all votes were cast in the same way, a 'majority' vote means that some votes were against, but the majority were in favour. Where votes are equal for and against a motion, the Chairman will have the casting vote to produce a majority.

- **Closing a meeting**

The Chair closes the meeting when all the business has been dealt with and leaves the Chair. It is possible to adjourn (temporarily close) a meeting for such things as refreshments.

At the AGM, a County Representative will be present. It is the collective job of the Club President and Chairman to act as the host to ensure that they are never left to hang about on their own.

How do I run the Annual Dinner/Harvest Supper?

The Annual Dinner/Harvest Supper is an event that is put on by the Club to thank all its supporters for their help during the previous twelve months. It also provides an opportunity for the Club Chairman to thank the Members and to reward their achievements with the presentation of the Club trophies and any certificates gained throughout the year.

The President will sit on top table and will formally introduce all the speakers throughout the evening. An 'agenda' should be decided before the event between the President and Chairman to ensure that the event runs as wished by both.



The usual running order for an Annual Dinner/Harvest Supper includes:

- Grace
- Eating
- The Loyal Toast
- A Guest Speaker
- A Proposal to the Club
- A Response by a County Representative
- A Proposal to the Visitors
- Presentation of awards

It is usual for the Club President to arrange a suitable guest speaker for the evening who should be prepared to give a short talk about something of interest.

The Final Word

If you get stuck or just need some help or advice, no problem, just ask someone. Other than that:

Good Luck!

