

# CLUB OFFICER TRAINING

- ⌘ A PRESENTATION BY
- ⌘ PDG FAISAL KARIM PMJF
- ⌘ At the 8<sup>th</sup> Region 1 Conference
- ⌘ LILONGWE
- ⌘ 29<sup>th</sup> SEPTEMBER 2012



# Club Officer Training

## **Objectives:**

**To recognize the administrative duties of their office**

**To understand the leadership responsibilities of their office**



# Club Officer Training

**What are your responsibilities?**





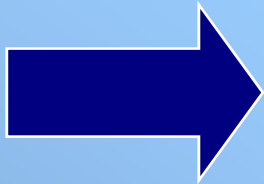
# Club Officer Training

## To Plan the Year

- **Your Year – Administrative reports, Accounts, Forms**
- **Your Club – Records, Projects, Committee chairs, Member Involvement, Recruitment/retention**



# Club Officer Training



**Sample Officers  
Activities  
Calendar**

# Achieve Club Excellence



- ⌘ Work as a team
- ⌘ Model good leadership
- ⌘ Attend region, zone & district meetings
- ⌘ Involve members in planning and set goals



# Achieve Club Excellence



- ⌘ Mentor new leaders
- ⌘ Active involvement of new members
- ⌘ Submit timely reports
- ⌘ Pay invoices promptly





# Club Membership Reports

- ⌘ File MMR report on time
- ⌘ Correct your mistakes in one login session
- ⌘ Reinstate a member easily within six months



# Club Membership Reports

- ⌘ Print a copy of your submitted report
- ⌘ Copies of membership reports are sent to district governor
- ⌘ Print member information before dropping a member



# Conclusion



Any additional questions?



# CLUB OFFICER TRAINING



THANK YOU

 WISHING YOU ALL THE BEST