

AUSTRALIAN ROSTRUM

WESTERN AUSTRALIA ZONE



CLUB EXECUTIVE MANUAL

CONGRATULATIONS ON BEING ELECTED ON TO YOUR CLUB EXECUTIVE

Your election is an honour.

It demonstrates the Club's respect and confidence in you. It gives you a special opportunity to enhance your personal experience and skills as you help other people enjoy and profit from their membership of Rostrum. Being on the Club Executive is yet another level of learning that the Rostrum experience offers you.

THE BEST EXECUTIVES FUNCTION AS AN EFFECTIVE TEAM

Rostrum Clubs are exciting and rewarding to the members when each Club Executive member carries out their job efficiently and keeps constantly in mind the overall welfare of the Club. The Executive should work cooperatively together, functioning as a tight knit team.

Rostrum encourages you to take responsibility and to develop your unique skills.

Rostrum is a training organisation. It provides information, instruction and help. Take advantage of this opportunity to enhance your personal experience and skill.

Rostrum helps you when you need it. If you are having problems, ask for assistance. Expert, friendly advice and help is always available.

- Start with your fellow Club Officers. **Team members support one another.**
- **Ask your rostered Critics.** They are specially trained and have experience from their home Club and other Clubs where they have previously been rostered.
- Members of the Dais Executive **will always be willing to offer assistance to Club Executives.**

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PRESIDENT

For the next six months, your Club has entrusted to you it's most important office. In that time the members will be relying on you to manage the Club's affairs to the best advantage of the Club in particular, and of Rostrum at large.

Unlike most other organisations, you will hold office only for that six months. While this emphasises the training role of Rostrum, you would be most unwise to look on yourself as being a president-in-training for any more than the next couple of days at the most. Your Club will not be able to prosper fully under your Presidency unless you adopt the most expert and professional standards right from the start.

Therefore, if you have had similar experience in another role, now is the opportunity for you build on that experience for the benefit of your Club and for you. If you have, to had no similar experience, make use of the skills with which Rostrum will have already equipped you, together with skills you have acquired in other facets of your life. In either case, check through these notes to make absolutely sure that you are 100% aware of the things that will be expected of you in your term as a President of a Western Australian Rostrum Club.

Question: How do you rate the strength of your Club, now, on a subjective 1-10 scale?

Question: What are the particular strengths of your Club, now, as you are about to take up the reins?

Question: What are the particular weaknesses you see, as incoming President?

You can quite accurately measure your performance over six months as President by the Club's success in building on present strengths and sorting out present weaknesses.

Here are three things of which you should be constantly mindful as Club President:

- Remember that you are the chief executive officer of the Club. Other Club officers have their particular tasks - and the members have their responsibilities too - but your job is to draw together the several threads of the Club's administration and activity.
- Remember that your managerial function has at least two closely inter-related elements: organisational management, and personnel management. The first requires you to see that all the things that should be done are done, while the second requires that you recognise that it is people who do those things. At times you will need to employ a good many people skills such as encouragement and instruction.,
- Remember that just as a pilot never leaves the ground without a well-considered flight-plan, so as your Club's chief pilot for the next part of its journey you should ensure that it does not just bumble along without direction. See that it has definite goals and definite plans for achieving those goals.

Here are some particular things you, as President, should do:

- Oversee the Secretary, Program Director, Treasurer and other officers. Ensure that they attend expeditiously to correspondence and to all other official Rostrum matters.
- In consultation with the Program Director ensure that all members are afforded the opportunity to speak as often as possible, and that speaking exercises are properly graded and fitting to the individuals current abilities, needs and aspirations.
- Consult with the Secretary or Program Director regarding members who have not attended for some time, or who are irregular in attendance at meetings, and decide on appropriate action in each case.

- Deliberately set about fostering fellowship among you Club's members. Extend that fellowship to visitors by ensuring that all are welcomed, by you personally if possible, on each visit to your Club.
- Ensure that the provisions of the constitution dealing with the admission of new members are complied with fully.
- Ensure that inductions of new members are performed in a proper and dignified manner, and that new members are promptly issued with name badges and all other appropriate material.
- Encourage members to take full advantage of the Personal Development Program and the Intermediate Development Program.
- Be on the lookout for members who show promise and who could be groomed for positions of responsibility in your Club.
- Encourage all members of your Club to take part in Rostrum activities both within and beyond your own Club. Keep an up to date calendar of Rostrum events. Lead your members to constructively use information presented in the Rostrum Informer and to make contribution to the Informer..
- Be fully aware of issues that may be raised in your Club affecting the Club or the wider Rostrum movement. Make sure that the Club's Dais Representatives are similarly informed.
- Visit other Rostrum Clubs whenever possible. This contributes to good fellowship and also enables a ready exchange of ideas to the advantage of both Clubs.

You have a lot to do and only six months in which to achieve your goals. Almost certainly that time will fly by at an amazing pace. Start planning now, so that you will do as well as you possibly can in this challenging role.

There have been a great many Rostrum Club Presidents before you: some of them are still in your Club. The advice and experience of those people could be invaluable to you. They will probably wait for you to ask for help. Don't hesitate. Remember too that if you see a need for advice from beyond your own Club, the Dais President and all members of the Dais Executive will always be glad to help.

NOTES:

PROGRAM DIRECTOR

You are responsible for the life and vitality of your Club.

Good meetings make strong Clubs. Meetings must be interesting, stimulating and provide a variety of opportunities for members to learn and practise speaking skills.

Specific responsibilities:

- ✓ Maintain a roster of members taking part in meetings.,
- ✓ Keep a chart which gives you a birds eye view of the overall program.
- ✓ Keep an accurate, up to date record of those who actually take part.
- ✓ Issue notices to speak to rostered members in good time. Follow through with a phone call to those who are absent from the meeting.
- ✓ Prepare the Agenda for each meeting.
- ✓ Share the speaking opportunities among all Club members. Rostrum is a training organisation based on participation. To gain maximum benefit, members must have the chance to take part.
- ✓ Give priority to new members working through the PDP. It is very important that new members are moved through the PD quickly, particularly the early stages.
- ✓ Work in conjunction with members doing the IDP when planning the agenda.
- ✓ Include regular training workshops in your program. Training workshops speed up the learning process for new members and are very valuable for more experienced members too. Discuss this with your rostered Critics and also Critic members.
- ✓ Be on the lookout for innovative ideas to give extra interest to meetings.
- ✓ Change the Agenda order sometimes.
- ✓ Schedule Round Robins, Debates, Balloon Debates, Who Am I?, Call My Bluff....
- ✓ Arrange for inter-Club visits - liaise with the President and Membership Officer.
- ✓ Use the early PDP speeches with senior members - About Me, something I Feel Strongly About. You will hear some very interesting speeches.
- ✓ Always be early to meetings to help the Chairman cope with emergencies when speakers send late apologies.
- ✓ Include yourself in the Roster! Don't restrict yourself to filling in with impromptu offerings in place of missing members.

NOTES:

SECRETARY

The Club can't do without you, but if you do your job well, most people will never notice. They will only realise the importance of your role if you fail to do it.

Keep accurate records of meetings:

Who took part, apologies

Important notices given

Motions in Club Business

Keep a copy, signed by the meeting Chairman and yourself

Be responsible for Committee Meetings:

Arrange for them to be held regularly

Prepare an agenda in consultation with the President

Maintain accurate, informative minutes

Deal with ingoing and outgoing correspondence:

Present appropriate incoming correspondence to the Club promptly in Club Business and to the Club Executive at Committee Meetings.

Discuss important incoming correspondence with the President

Send outgoing correspondence promptly as directed by the Club or Executive Committee.

Distribute and publicise the Informer

Handle membership applications (in consultation with the Membership Officer)

Have application forms with you at every meeting:

Arrange for membership readings and admission voting

Keep the Club confirming to the Rostrum Constitution and the Club Standing Orders:

Become familiar with the WA and Australian Rostrum constitutions

Keep an up to date register of all Club Standing Orders passed in Club business.

TREASURER

Responsibilities To The Club

Become acquainted with your Club's financial position regarding:

- money in the bank
- money owing to the Club
- money owing by the Club

Set a budget for income and expenditure for the current term thereby establishing the subscriptions and meeting fees payable by members.

Collect moneys due from members and bank it promptly.

At the commencement of the term arrange to change bank account authorities eg. signatures.

Arrange for annual audit at the appropriate time and maintain records of receipts/banking, payments and amounts due.

Responsibilities To Dais

The goods supplied by Dais through the Information Centre require payment in advance. You will receive a monthly statement from Dais showing your club's activity. Please check this statement against your records and report any discrepancies to the Dais Treasurer.

Dais fees are payable in advance for each Term. At the end of the term you will be asked to update the membership list of your club. You will be required to return this list, with payment for the following terms Dais fees.

Records

Cheque book: always fill in cheque butt noting payee and what payment is for.

Deposit book: note in the deposit book what the money represents (members fees etc.)

Commence a simple **cash book**, entering cheques on one page and receipts on another.

Verify cheque amounts drawn and deposits made with bank statements and note bank charges in payment cash book.

Buy an **invoice book** to invoice your members for subscriptions and other amounts owing. This gives you and the member a record of what is outstanding.

Matters relating to the duties of the Treasurer and the Association's requirements in connection with subscriptions and finance are covered in the constitution. You should be familiar with them. Carry out these functions promptly to be most efficient.

A SAMPLE CLUB BUDGET

Six months to 31 December 1998

EXPENDITURE

| | | | | |
|---------------------------------------|------|---------|----------|----------------|
| Dais Subscriptions (members @ \$rate) | 25 @ | \$37.00 | | \$925 |
| Critic's Meal (meetings @ \$rate) | 23 @ | \$10.00 | | \$230 |
| Sundries | | | | |
| Postage | 50 @ | \$0.45 | \$22.50 | |
| Stationery | | | \$15.00 | |
| Engraving trophies | | | \$50.00 | |
| Club prizes for Club competitions | 3 @ | \$30.00 | \$90.00 | |
| New member kits (No @ \$rate) | 5 @ | \$45.00 | \$225.00 | \$403 |
| TOTAL ESTIMATED EXPENDITURE | | | | \$1,558 |

INCOME

| | | | | |
|---------------------------------------|------|---------|---------|----------------|
| Members subscriptions (No @ \$rate) | 25 @ | \$37.00 | | \$925 |
| Average attendance | 18 | | | |
| Weekly cover charge | 18 @ | \$1.00 | \$18.00 | |
| No of meetings x weekly cover charge | 23 @ | \$18.00 | | \$414 |
| New members joining fees(No @ \$rate) | 5 @ | \$45.00 | | \$225 |
| TOTAL ESTIMATED INCOME | | | | \$1,564 |

SURPLUS **\$6**

WEEKLY CHARGE

| | |
|----------------------|---------|
| Meal cost | \$10.00 |
| Weekly cover charge: | \$1.00 |
| Total: | \$11.00 |

TREASURER'S CALENDER SEMESTER 1

FEB Encourage members to attend Autumn Convention, collect monies for attendance.

MARCH 1. Autumn Convention
2. Find a replacement Treasurer for yourself.
Club elections are held 1st week in April.

APRIL 1. SET A BUDGET FOR NEXT TERM.
2. Have the committee set Club fees for next term.
3. Invoice members for next term's fees.
Have them payable by END of MAY

MAY COMPLETE DAIS MEMBERSHIP review forms and forward with cheque for DAIS fees to Dais Treasurer.

JUNE FINALISE BOOKS and have audited ready for 1st meeting in July

TREASURER'S CALENDER SEMESTER 2

JULY

AUG

- SEPT
1. Ask Dais Representative(s) if the Dais fee amount has changed for next term. These are set at August Dais Meeting.
 2. SET A BUDGET FOR NEXT TERM.
 3. Have the committee set the Club fees for next term.
 4. Start collecting monies from members to attend the ARTHUR GARVEY SPEAKER OF THE YEAR COMPETITION FINAL. [See Informer for details]
 5. Find a replacement Treasurer for yourself. Club elections are held 1st week in October.

OCT Invoice members for next term's fees. Have them payable by END NOVEMBER.

NOV COMPLETE DAIS MEMBERSHIP review forms and forward with cheque for DAIS fees to Dais Treasurer.

DEC FINALISE BOOKS and have audited ready for 1st meeting in January.

NOTES:

DAIS REPRESENTATIVE(S)

What is Dais?

Dais is the controlling body of WA Rostrum.

Each Club elects representatives to Dais, one for each 20 members , up to two per Club.

Dais meets quarterly and between these meetings, is run by an Executive, elected by Dais.

The Function of Dais Representatives

- You are Dais
- You represent the Club's interests at Dais
- You take part in the discussions and decisions of Dais
- You report back to the Club regarding those decisions

A good Dais Representative will try to find out what Club members feel on subjects to be discussed at Dais, so that they can express the Club's views.

Sometimes this will result in conflict for the Dais Representative. You may believe that new information at the Dais meeting throws into doubt the position taken by the Club. In such a case, the Constitution [Clause 14(e)] instructs the Representative to vote according to their judgement, taking regard of the debate.

Country Clubs

Country Clubs find it difficult to appoint a Representative who can attend meetings in Perth. The constitution allows them to appoint any member of Rostrum to represent them. Such a Representative had full powers and duties, and has a particular responsibility to keep their remote Club fully informed of Dais decisions and activities.

When you are unable to attend Dais

- **Metro Representatives** - the Club President (or deputy) appoints a person to attend the meeting for the Club [Constitution Clause 7]
- **Special Country Representatives** - the Representative has the personal power to appoint a proxy.

Your role in the Club

- Dais representatives are often members with considerable Rostrum experience. they may hold the position for several years. On the Club Committee, a wise Representative will remember that others have the prime responsibility for managing the Club affairs, but you may make suggestions and be available to provide discreet guidance where appropriate.

Specific Responsibilities

- To represent the Club at Dais meetings. You are elected by the Club to represent them at Dais. Dais is the body which sets the direction and makes the decisions for the whole organisation. If you are unable to attend, it is YOUR responsibility, in consultation with the President, to appoint a proxy. This is vital if your Club is to participate in the future of Rostrum.
- At Dais meetings, it is your task to present your Club report and to represent any Club concerns.
- To ensure that at the next meeting of your Club you give a report on the Dais meeting. You are the link between the Club and Dais and the Club must be kept informed of the decisions made by Dais. Your report need not be lengthy, nor need it be written.

It should cover:

- a. the major decisions which were made,
 - b. an analytical comparison of how your Club stands in relation to other Clubs;
 - c. notifications of future Dais events.
- To be present at all Club committee meetings and provide constructive guidance to the committee. Above all, ensure that the requirements of Dais and the Constitution are fulfilled. This relates in particular to meeting Dais deadlines such as Syllabus details and payment dues. Remember! if your Club is not financial, YOU do not have the right to speak or vote at Dais meetings.
 - To promote within the Club, the wider Rostrum organisation, particularly by assisting the Secretary in making members aware of Dais events and more particularly, encouraging the Club to attend those events.
 - To ensure that you take an active part in any debate at Dais Meetings by putting forward the point of view of YOUR CLUB, when the vote is taken, evaluate the arguments which have been presented by other Dais Representatives and register a vote based on a combination of those arguments and the best interests of your Club. This means that you should not come to the meeting with a pre-determined decision.

Summary

The Dais Representative is the link between the Club and the Rostrum organisation. The role is vital to both. Dais Representatives should be a committed and conscientious member of their Club and be prepared to effectively represent Rostrum within the Club, and the Club within Rostrum.

NOTES:

ROLES IN BRIEF

President:

Assumes overall responsibility for the effective functioning of all the Club's activities
Chairs all Club Meetings but hands over Weekly Meetings to the Rostered Chairman
Inducts new members
Leads, organises, inspires and helps all other officers.

Secretary:

Keeps accurate records of meetings
Is responsible for Committee Meetings
Deals with ingoing and outgoing correspondence
Distributes and publicise the Informer
Handles membership applications
Keeps the Club conforming to the Rostrum constitution

Treasurer:

Always knows the Club's financial position
Sets a budget for the coming term
Collects Club Fees and banks them promptly
Pays accounts approved by the Club or Committee
Keeps accurate, informative records
Hands over to successor at the end of the term
Pays particular attention to Dais Requirements

Program Director:

Maintains a roster of members taking part in meetings
Prepares the Agenda for each meeting
Shares the speaking opportunities among all Club members
Gives priority to new members working through the PDP
Includes regular training workshops in the program
Is constantly on the lookout for innovative ideas
Always early to meetings
Includes self in the roster

Dais Representative:

Attends the quarterly meetings

Keeps the Club informed of significant items of business from the Dais Meetings

Membership Officer:

Encourages visitors to attend

makes visitors welcome

Organises for the nomination form to be signed

Publicise Club activities

Promotes inter-Club activities

Public Relations Officer:

Submits articles to the Informer and other internal media

Devises and seeks approvals for Club activities that may be newsworthy to external media

Prepares and issues press releases

Organises displays, poster distribution, visits to other Clubs

NOTES: