

# **A Manual for Presidents of Local Chapters of THE NATIONAL BETA CLUB**



## **INTRODUCTION**

The president of any organization is the symbolic head of that organization. His/her duties are generally divisible into three categories and deal with the policies and activities, meetings, and committees of the organization.

### **I. POLICIES AND ACTIVITIES**

The one instrument that every president of a local chapter of The National Beta Club should have constantly at hand is the constitution. This should be read carefully before assuming office. The president must be constantly alert to institute and promote activities that will promote the best interest of the chapter and local school. A chapter that is not active in carrying out some project or service program that will make it an asset to its school will not command the respect of the student body.

### **II. PRESIDING AT MEETINGS**

A president's effectiveness will be measured by his/her ability—by voice, demeanor, and stage presence—to keep order and to so conduct himself/herself that fellow members are willing to abide by his/her decisions and directions.

See the *Sample Meeting Order* (your sponsor can download this for you from the Sponsors' Site) for an example of a business meeting order. In presiding at such a routine business meeting, the president should follow regular parliamentary rules, such as *Robert's Rules of Order*.

When the president is presiding at a social function, the assembled guests should first be addressed with appropriate words of welcome: or if others are to bring welcome greetings, they should be presented with a brief introduction. After the public feature of the meeting has been attended to, the president usually has certain comments to make that are appropriate to the occasion, before declaring that the meeting is concluded.

### **III. COMMITTEES**

The committees of any organization are very important and do much of the preliminary work. In general, they can be categorized in two divisions: permanent and temporary—sometimes

designated as standing and special. They do not transact business but simply prepare and present it to the full meeting of the organization for final action. Usually the committee reports are submitted with recommendations.

Permanent committees, including Executive, Program, and Entertainment Committees, are either elected or appointed by the president, as provided for in the by-laws. They deal with matters that pertain to the continuing operation of the organization. The permanent committees may take a matter under advisement and dispose of it by “killing it in committee”—that is, letting it die by not reporting it to the full meeting of the organization.

Temporary committees, appointed by the president, deal with matters of a special and non-recurring nature. They are automatically dissolved after making their report to the full meeting.

The duties of the **Executive Committee**, which usually consists of the officers, committee chairmen, and other specially appointed members, are to draw up and recommend the by-laws for the local chapter and to cooperate with the administrative head of the school in selecting students for membership in the local chapter (by standards and methods decided upon by the head of the school).

The **Program Committee** makes up a schedule of proceedings for regular and special meetings of the club and arranges the order and nature of the meetings—in conjunction with the club sponsor and school executive head.

The **Entertainment Committee** should look after the nature and arrangements for entertainment at social meetings of the club—upon consultation with the club sponsor and the school principal. Among these duties are such things as making arrangements for refreshments, decorating the hall, securing special features, etc.

**Special Committees** might be appointed to look after such matters as fund-raising projects, interclub meetings, convention arrangements, etc. The functions and duties of such special committees should be specifically designated by the president or the membership when the committee is appointed. The length of the life of such committees should be defined at the time of appointment.

In the appointment or election of committees, the membership and the president should be careful to select the personnel for the committees that can best do the job. People should be appointed to a committee only:

1. If they have knowledge of, and are interested in, the matters to be handled by the committee.
2. If they will attend the meetings when they are called.
3. If they are willing and able to work harmoniously with the other members.

A president is the president all the time and not just when presiding at meetings. Of course, it is an honor to be elected president of an organization to which one belongs, but it is also a responsibility. The public is quick to judge a group by the actions of its leader.

A good president should realize that the organization can be promoted by close cooperation between himself/herself and the other members of the group and should conduct himself/herself in public contacts and relations as to reflect credit and honor upon the organization of which he/she is president.