



# The President

**Your job as President:** As President, your job is to encourage everyone in the Branch to work together. You do all you can to make each Member feel comfortable with the group. Group discussions are important for the Branch Members to work together. You want everyone to participate. You will hesitate to put in your own ideas. You will watch, listen, and toss back to the group questions put to you. Ask questions and make the group think.

The President presides at all meetings of the Branch, as well as all meetings of the Executive Committee. If special meetings are desired, the President will direct the Secretary to call such meetings. You shall be an 'ex-officio' member of all committees.



At your District Meeting, you will represent your Branch as the Senior Representative. Your Vice President will be the Junior Representative.

## As President, you should:

### **Before the meeting**

- Plan the agenda for the meeting with the Secretary
- Arrange to have the Vice President preside if you cannot attend
- See that the meeting place is ready
- Know parliamentary procedure to conduct an orderly meeting

### **During the meeting**

- Preside at all meetings (regular meetings and special meetings)
- Call the meeting to order on time
- Keep the business moving in an orderly manner. Be aware of all that goes on and if members are slow to respond, then suggest a course of action.
- Avoid talking too much. The meeting belongs to Women's Institute Members. The President is only the 'Pilot' and should avoid giving opinions.
- Encourage all members to take an active part in the meeting, but don't allow one person to dominate.
- Put Motions to a vote at the proper time. You should also make sure that:
  - Every Motion and amendment is properly seconded.
  - Motion is read in full before discussion is opened.
  - You take the count of the vote for those in favour and those opposed.
  - The result of the vote is announced.
- Cast deciding vote in case of tie vote.
- Encourage members to help. Don't tell them to help.
- Generally stand when presiding at the meeting. Stay seated when Secretary reads her report, calls roll call and reads correspondence. You may also sit during committee reports, Treasurer's report, and the program.
- Remember if you cannot be at a meeting; be sure to notify the Vice President.
- If you wish to participate in the discussion, allow the Vice President to assume the Chair while you take an active part in the discussion.