



Division E Club Officer and Leadership Training

Saturday January 28, 2017

Elks Lodge, Lower Level Prince Albert, SK 93 8th Ave. East

The Elks does not open till 12:00. Please have lunch prior your arrival. Please bring a water bottle.

- 12:15 - 12:30 Registration
12:30 - 12:40 Greetings and Introductions
12:40 - 1:45 Plenary:
 How Are Your Leadership Skills Working For You
 Building on Achievement and Continued Success
 Keeping an Open Mind
1:45 – 2:00 Nutrition Break (snacks supplied)
2:00 – 3:00 Concurrent Sessions

President: presenter *Jackie Diemert*. Also discussing the Club Success Plan (What is it, Where is it, When do we do it and WHY?)

VP Education: presenter *Crystal Grovestine-Agnew*. Also discussing TM Communication and Leadership Track from CC/CL to DTM. Importance of Educationals from TM series (Speaker, Leadership and Success)

VP Membership : presenter *Rita Lowenberg*. Also discussing How To Keep The TM Commitment and Retention of Members

VP Public Relations: presenter *Penny Nilsen*. Also discussing Club Web Page, Division E Web Page, D99 Web page--*Kathy Flett* D99 Public Relations Manager, your resource person.

Secretary: presenter *Eileen Zurakowski*. Also discussing The Constitution, recording minutes and how to record motions.

Treasurer: presenter *John Thompson*. Also discussing Membership Application, how to handle payment to TMI and why it is done this way.

Sergeant of Arms: presenter *Linda Holmevik*. Also discussing Creating the Best Club Climate, role of SAA at speech contests.

- 3:00 - 3:10 Stretch
3:10 - 4:25: Concurrent Sessions

Parliamentarian Procedure: presented by *John Thompson*

Club Coaching: presented by *Don Zurakowski* PQD

- 4:25 – 4:30 Questions, adjourn, Safe Travels

Division E

www.divisionetm.org

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