



EASY STAGES GUIDES

Role of Club Executive Committee (CEC)

Stage 1 : Who is on CEC

The CEC consists of the President, President Elect, Vice President, Immediate Past President, Treasurer, Secretary, Programme Action Officer and Membership Officer and a minimum of two and no more than six elected members. All have one vote each. Normally, the President chairs the CEC meetings.

Members need to keep up to date with Federation and National Association/Network or Region plans and policies.

Stage 2 : CEC business

The Club Executive's role is to ensure the smooth running of all aspects of the Club and that it focuses on the mission and vision of Seroptimist International while providing a stimulating and enjoyable experience which is attractive to existing and potential members. It should be trusted to manage the Club the day to day running of the Club on behalf of the members. Members should be consulted on issues of principle and policy but not about day to day issues. Club meetings should not be a re-run of the Executive meeting.

A digest of the decisions made can be shared in the Club newsletter or via email or the Club website.

The following areas make up the main business of the Executive Committee. Many of these responsibilities are actually carried out by a particular Officer or sometimes by a committee. But the Executive Committee oversees and ensures that all roles and responsibilities are working efficiently and effectively.

Stage 3 : the CEC's leadership role

While most of the Executive's tasks are managerial ones, it also has a role in leadership i.e. not just seeing that things are done right but suggesting what should be done and the direction which the Club should take. Getting the balance right between managing and leading is a key issue in ensuring that decision-making and debate at Club meetings is at an appropriate level and that the Club develops. Members of CEC should be role models and act in an inclusive, friendly and open manner.

Managing : resources (money, people, venue);
 ensuring that accounts are kept and audited correctly;
 Club programme;

problems which arise within the Club;
ensuring that all roles are carried out.

Leading making proposals re subscriptions, disposal of Club funds, changes in any aspect of running the Club, Club projects;
leading by example:
managing meetings effectively.

Communicating and Consulting

ensuring that the Club communicates effectively and efficiently with members and the National Association/Network/Region/Federation;

making sure that the Club plays a full part in National Association/Network/Region and Federation activities;

marketing the Club and its projects;

ensuring that the Club has a Voting Delegate to the Federation General Meeting and that she is fully briefed about the Club's views which have been discussed at a Club meeting;

ensuring a timely and effective response to ballots from National Association/Network/Region/Federation.

Developing the Club ensuring that the Club creates, implements and reviews its Development Plan;

oversight of the recruitment, induction and mentoring of members;

ensuring member satisfaction including use of an annual time of reflection session;

reviewing ways of working.

Stage 4 : continuity

The CEC should actively promote succession planning so that there is a seamless transfer from one CEC to the next. It is helpful to invite members to observe CEC meetings both as part of mentoring new members and to be open and transparent . This will also help to 'remove the mystery' and encourage others to take office.

A Club Development Plan can be used as the basis of the work of the CEC and ensure continuity from one year to the next. Keeping succinct and accessible records of decisions will also help successful continuity of working.