OFFICER’S WORKSHOP

In order to keep your clients or organizations on top of parliamentary laws and procedures, I suggest you consider offering a workshop for officers. Most individuals who have just been elected to their positions probably do not have a clue as to how to handle their responsibility. In most cases, organizational bylaws will include officer duties, but it isn’t until one is asked to either preside as the president or committee chair or respond as a member that a refresher course would be appropriate. For new officers, an appropriate time to conduct a workshop would be just after having been elected if not before. This presentation can be prepared for either a meeting (e.g., 10 minutes) or an annual retreat (e.g., 1-2 hours).

A suggested workshop agenda could include the following (depending on time):

- Review of a typical meeting agenda with a script
- Highlight role of key officers.
- Key pointers focus on president, secretary, treasurer
- Review of handling motions (six steps)
- Focus on Amendments
  * explanation on amendments
  * Amendments in action (script)

Or for a different workshop

- Basic review of five types of motions
- Table of rules relating to motions
- Review of specific motions to be used in a variety of situations

Collaboration with the presiding officer in order to agree on date, time, and place for a workshop. Also, a “reserve the date” flyer would be in order.

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