

## **CFUW Orillia: Triumvirate Model February, 2020**

These are the documents we use at CFUW Orillia for our monthly meetings. This model was suggested by a former President and her committee about 5 years ago as it was difficult getting members to run for President due to the work load. It has been a tremendous success- it started out as a basic outline and has developed over the years into a very efficient model.

It not only lessens the work load of the President and Secretary but its most outstanding success has been including the members in the running of the club so that everyone feels they are an important contributor. It has led to friendships that may not have happened otherwise and great pride in our club.

The model can be modified to suit any club.

1. In March, a form is passed around at the general meeting for the members to sign up for Triumvirate duties for the next year. (Example attached) Each month requires 3 volunteers. An email is sent out to complete slots not filled.

- a. The September meeting is often organized by the President and her team.
- b. December is the Holiday Banquet. In our club a member who was a music teacher usually volunteers along with 2 others. Of course each club is different.
- c. May is banquet month and triumvirate members follow the specific duties outlined for that event.
- d. June is our final get together and is organized by new members- they start early in the new year and get to know one another very well as they plan and again it helps them feel an important part of the club.
- d. The remainder of the meetings are organized by other members who sign up.

2. Everything that goes out to the membership must go through our Tech Support and be approved by the President.

3. Each Triumvirate meets well prior to the next meeting and plans, using the information below. They decide who does what in the planning- e.g. contacting the venue for set up details and necessary AV equipment, refreshments, gathering information, ensuring the guest speaker will be introduced and thanked and that he or she has everything they need, setting the agenda using the guidelines, etc. They also decide what their individual roles will be at the meeting- usually one as the Chair, one looking after refreshments, and one as the Secretary. (She takes minutes and after approval by the president, sends them to the members via the Tech Support.) It really takes very little time- one or two meetings at the most.

4. All Community Events announcements and some CFUW announcements are solicited prior to the meeting (see attachment) and are sent out with the Agenda. We used to announce these at the meetings but it made the meetings much too long. However, any pertinent CFUW announcements can be made at the end of the meeting- the One Minute Speakers.