KCA PRESIDENTIAL LEADERSHIP TRAINING

1. Planning your year - theme, appointments, committees you might want.

2. Building time-lines for what will happen (i.e. board meetings & getting the board book ready, newsletter deadlines, conferences, Midwest, when various subcommittees are due such as for the secretary evaluation and audit, etc.) when so that you aren't suddenly "behind" with something that is due.

3. Watching the PowerPoint explanation (from David Kaplan) of how to efficiently run a meeting.

4. Discussion about delegating!

5. Where to get help with parliamentary procedures.