



Schenectady Business & Professional Women's Club, Inc.

CAREER DEVELOPMENT PROGRAM

Honing your Leadership Skills: Mastering Meeting Using Robert's Rules of Order

Workshop Thursday, May 5, 2016

from

5:30 pm to 8:30 pm

The Stockade Inn

One Church St., Schenectady, NY 12305

REGISTRATION FORM

Name: _____

Address: _____

City/State/Zip: _____

Employer and/or Business: _____

Daytime Phone _____ Email: _____

Registration: Members: \$40.00 non-members \$45.00

Add \$7.50 if you want us to order *Robert's Rules of Order Newly Revised In Brief, 2nd edition (Roberts Rules of Order in Brief) Second Edition*. To have books available for the workshop, please request book before April 20, 2016

Ask about eligibility for our scholarships.

Please make checks payable to **Schenectady BPW**
Or Pay by Credit Card

Card# _____ Exp: _____ ccv code _____
 Mastercard Visa Discover Amex

Please forward registration form and fee to: Schenectady BPW
Tammy Krisher, Treasurer
2215 Nott Street, #117
Schenectady, NY 12309

For more information contact: Elena Alvarez at: 518-377-3632

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or

Sharon Carter at sharon12305@icloud.com or at 518-331-7341



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CAREER DEVELOPMENT PROGRAM

**Hone your Leadership Skills:
Master the Meeting with Effective Use of Robert's Rules of Order**

- 5:30-5:55 PM** *Registration*
- 6:00 PM** *Welcome Remarks-BPW President and Organizers*
- 6:05-6:45 PM** *Dinner*
- 6:45-7:00 PM** *Break*
- 7:00-8:30 PM** *"Master the Meeting-Effective Use of Robert's Rules of Order"*

Workshop Outline:

Understand basic parliamentary procedures to manage your meetings and make them run smoothly and efficiently:

- Preparing the agenda - the best time-management tool for effective meetings.
- Using motions - which motions you'll use most often and why.
- Maintaining order when presiding - ensuring everyone has an equal voice.
- Ensuring all members know what is being discussed, debated, and voted on.
- What are the basic types of rules – what is their ranking order.
- Recording the meeting - what needs to be recorded and why.
- Taking proper notes and preparing minutes.
- Selecting the right professional parliamentarian – when do you need to engage a pro.

Who Should Attend

- Association Executive Directors and CEOs
- Presiding and Incoming Officers and Corporate Secretaries
- Committee Chairs
- Key Management Staff
- Not-for-Profit officials



Instructor
Attorney Andrew N. Howard
NYS Senate

For more information contact: Elena Alvarez at: 518-377-3632 or 518-229-9037 (mobile)
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