

Communication Preferences of the President-Elect

Use this list of questions for a discussion between the president-elect and the chief staff person to ensure smooth communications and understanding from the onset. Break it down into general communications, committee involvement, travel preferences and calendar requirements.

Communication Preferences

1. Method:
 - Phone
 - E-mail
 - Meetings
(When? _____)
2. How much detail do you want on issues?
 - Executive summaries
 - Only conclusion, or staff recommendation
 - As much as possible
3. Do you want to see everything with your name as originator? Can staff sign your name?
4. How frequently, if ever, do you want to write President's Message?
5. Do you want to serve as spokesperson for the organization on any news media calls?
6. How do you want to communicate with the Leadership Team?
 - E-mail
 - Conference calls
 - Meetings
(When? _____)
7. Is there anything that we should know about pending court cases, or controversies that could get public attention during your term as president?
8. Are you comfortable with e-mail and the web? Do you desire training?
9. Would you like us to schedule Spokesperson Training?
10. Do you have any concerns about working with staff, or other volunteer leaders?
11. Which past president(s) do you most admire, or respect?
12. If you could only accomplish one thing during your year, what would it be?
13. How much information about our affiliates and subsidiaries do you want? Do you want to attend any of their meetings – if so, which ones?
14. May we use your photo in articles and newsletters? Do we have a current photo of you?

Committees

1. Do you want notices of all meetings?
2. Do you want minutes of all meetings?
3. Do you want to draft appointment letters, or have staff do it?
4. Is it your preference to get a list of prospective task force/committee members to appoint?
5. Are there any committees or task forces you will ALWAYS want to attend that we should work the scheduling around?
6. Is there anyone we need to be sure to include in a meaningful position during the year?
7. Is there anyone who you really don't want to work with? [CONFIDENTIAL – answer/don't write]
8. Do you want to choose the location and/or theme for the convention, or do you want the committee/staff to do it?

Calendar

1. What timeframe do you prefer?
 For Board meetings _____
 For executive committee meetings _____
2. Where do you prefer to hold?
 The annual meeting _____
 Other meetings _____
3. What format and speakers do you prefer?
4. When do you want to hold the annual board retreat/strategic planning session?
5. On what dates have you already planned vacations, or have conflicts which we should know?
6. If I needed to reach you in an emergency and can't find you, where else could I call to locate you?
7. Do you know how to contact key staff in an emergency?

Travel

1. Do you want to use your own travel agency, or have staff assist with booking travel?
2. Will you want to bring a spouse or significant other to any events during the year? Which events?
3. What considerations (*i.e.* same flights, carpooling, room sharing) are important to you when traveling?