

# Officer Toolkit

Tools to leave a lasting legacy.

## + Make it about the members, not the officers.

Always stand 20 feet or more away from fellow officers when you're mingling with members. It's all about them!

## + Create a friendly culture with the 10/5 Rule.

The 10/5 Rule is simple. Whenever you're within **10 feet** of someone smile or nod to make them feel noticed. Whenever you're within **5 feet** of someone say *hello*, shake hands or give a high 5 to connect with them.

## + Be YOUR best, not THE best.

Know **your** skills and use **your** best skills to be the best officer. Don't try to be someone else.

## + Practice a "host" attitude.

Divide the number of conference attendees by the number of officers. This is how many members each officer needs to meet. These first connections make people feel comfortable and welcomed.



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