The Leader's Role

A good Leader determines the wishes of the majority and disregards any conflicting personal preference while supporting the members on their journey to good health. The Leader carries through the wishes of the majority while adhering to the rules and philosophies of TOPS Club Inc.

Please note that beginning in 2015, there will be a two-year term limit for the Leader position only. Leaders elected in 2015 will not be able to run for a third consecutive term in 2017 but may run again in 2018.

1. Basic Leader responsibilities include:
   a. Preside at all regular or special meetings of the chapter and at all meetings of the Executive Committee.
   b. Appoint a Weight Recorder and, if needed, an Assistant Weight Recorder.
   c. Help and support members as they Take Off Pounds Sensibly®.
   d. Help new and renewing members fill out application before bringing to Treasurer for payment. Leader gives member last copy after weight is added. Keep third copy for chapter.

2. The Leader refers to the TOPS® Rules, the Chapter Manual and chapter bylaws for answers to questions. Encourage all other officers and members to do likewise.

3. The Leader serves as liaison with the Area Captain, Coordinator and TOPS Club Inc. Headquarters; informs the chapter of the contents of correspondence from all three; and forwards forms, records and information relative to chapter activities as required.

4. Encourage use of the TOPS® lifestyle guide, Real Life: The Hands-on Pounds-off Guide, provided by Headquarters to help each other develop sensible eating habits and learn more about healthy lifestyles.

5. Encourage contests to include all members whenever possible. Competition should be fun and promote increased activity, healthy eating, participation and consistency. Use TOPS® Awards as incentives.

6. Share responsibility by appointing members to these offices. Members are more likely to stay focused and engaged when they feel included and needed in the group.

Descriptions for all these appointed offices appear later in this chapter.

   a. New Member Coach: This person provides essential mentoring for each new member for the first few weeks. Chapters should have as many coaches as needed.
   b. Program Leader: A Program Leader presents, or arranges for other members to present, an interesting program at every chapter meeting. Good programs help sustain interest throughout the week and encourage regular attendance at meetings. Many tips and ideas appear throughout this manual. Check the index for easy reference.
   c. Photographer
   d. Publicity Chair
   e. Welcome Committee: Welcome new members and include them in the group. A
committee person should spend a few extra minutes, individually, with a new member to answer questions. A note or phone call between meetings is important. This committee could also maintain a guest book for visitors to sign and leave their phone number, email or street address if the guest desires follow-up contact.

g. Ceremonies Chair

h. Contests Chair

i. Fund-Raising Chair

j. Member Contact: A “Contact Committee” is another way to communicate, “We’re Here for You!”® Every month, they should contact members who haven’t been to chapter and encourage them to return. Sometimes just that extra personal effort of reaching out to someone and letting him or her know they are missed and cared about is what they need to keep trying.

7. Give each new member, on day of joining, My Day One, TOPS® Rules and new member packet that the chapter assembles. This should include officers’ contact information and chapter bylaws.

8. Encourage attending all special meetings held by Field Staff in the area throughout the year as well as the annual Recognition Days.

The Co-Leader’s Role

1. The Co-Leader will assist the Leader in the performance of duties.

2. Preside at all meetings in the absence of the Leader.

3. Temporarily assume the duties of the Secretary, Treasurer, Weight Recorder or Assistant Weight Recorder in the absence of such officers until a special election or appointment (whichever applies) fills a permanently vacated office.

4. If the Leader resigns, the Co-Leader may fill the slot or a new Leader is elected. Change of Leader/Advisor or Meeting Information (L-023) is to be completed and sent to Coordinator immediately.

5. Fulfill other duties as decided by the chapter.