



HHT EUROPE PRESENTS

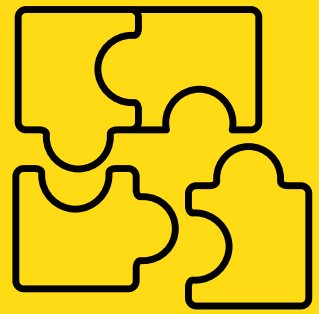
Federation Management Tips

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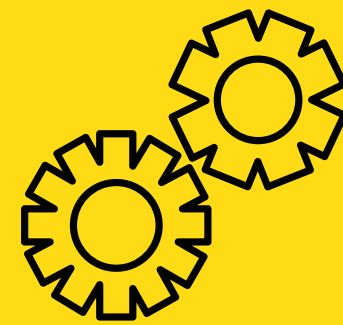
KEY INGREDIENTS



Belonging



Results



Efficiency



Dialogue



ROI

the flow





MANAGING DIRECTOR

THE CHALLENGES

- TRUST AND RESPECT
- LANGUAGE SKILLS
- COMPENSATION?
- CONTINUITY



MANAGING DIRECTOR

THE ADVANTAGES

- OPTIMIZING RESOURCES
- SAVING TIME AND ENERGY
- FASTER RESULTS
- MOTIVATION

MAKING THE BEST OF TIME

THE SMART AGENDA



**MEET &
COLLECT**

SUMMARIZE
CONCISE & PRECISE
FORMATTING
PROBLEM AND SOLUTION

**3D
DISSEMINATE
DISCUSS
DECIDE**

| Date TBD | HHT Europe Board Meeting Agenda and Minutes | | |
|-----------------------|--|--------------------------------------|-----------------|
| Board members Present | | | |
| Other attendees | | | |
| Notes | | | |
| PART 1 | Management | Decision made/People involved | Deadline |
| | Administration/ Amministrazione | | |
| AMM.1 | Assembly/Assemblea | | |
| | | | |
| AMM.2 | Budget and Accounting/Bilancio e Contabilità | | |
| | | | |
| AMM.3 | Approval new members / Approvazione Nuovi Soci | | |
| AMM.4 | Insurance | | |
| AMM.5 | Collaboration and Memberships/ Convenzioni & Iscrizioni | | |
| | | | |
| AMM.6 | Legal Requirements/Adepimenti di Legge | | |
| | | | |
| | | | |
| AMM.7 | Reimbusments | | |
| | Governance | | |
| GOV.1 | Board of Directors/Consiglio Direttivo: | | |

sto

Deadline