



FLCMAA Regional Table Host Toolkit

For Hosts of FLCMAA Regional Tables

Engage Locally. Lead Collectively.

1. Welcome & Overview

Thank you for hosting!

As a Regional Table Host, you're creating a meaningful space for club leaders to gather, discuss current challenges, and build relationships in your region. Your leadership plays a key role in strengthening our statewide network.

2. Host Responsibilities Checklist

Before the Event:

- Choose a date/time (in coordination with FLCMAA staff)
- Select a venue (club dining room, private room at a restaurant, etc.)
- Send invitations using the provided template
- Confirm RSVPs (aim for 8–15 attendees for meaningful discussion)
- Coordinate food & beverage (FLCMAA may assist with budget/logistics)

During the Event:

- Greet attendees and facilitate introductions
- Guide the discussion using the sample agenda & questions
- Keep time and ensure all voices are heard
- Take a group photo (optional) for communications/social

After the Event:

- Send attendance to the FLCMAA staff
- Share feedback (quick summary or complete the Host Debrief Form)

- Optional: Send a thank-you email to attendees

3. Sample Event Agenda (90 minutes)

1. **Welcome & Introductions** (10 mins)
 - Name, Club, Role, Years in the industry
2. **Topic #1 – Current Issues & Trends** (20 mins)
 - Guided by prompt or chosen by region
3. **Topic #2 – Best Practices & Lessons Learned** (20 mins)
4. **Open Forum** (30 mins)
 - Bring-your-own-topic discussion
5. **Wrap-Up & Key Takeaways** (10 mins)
 - Any action steps? Topics to revisit?

4. Sample Discussion Questions

- What's the biggest challenge your club is facing right now?
- What new ideas or trends have you seen in member engagement?
- How are you approaching staffing, retention, and team culture?
- What's one small change that made a big difference at your club?
- What would you love to learn more about from your peers?

5. Email Invitation Template

Subject: *You're Invited: FLCMAA Regional Table – [Region Name]*

Body:

Join fellow club leaders from [Region] for an upcoming **FLCMAA Regional Table**—a relaxed, meaningful roundtable conversation over a shared meal.

Date: [Insert]

Time: [Insert]

Location: [Insert]

RSVP by: [Insert]

We'll gather to share insights, tackle challenges, and strengthen our local network. Space is limited—we hope you'll be at the table!

6. Host Tips for Success

- **Facilitate, don't dominate.** Encourage participation from everyone.
- **Keep it focused.** Use 1–2 topics to guide the conversation.
- **Be flexible.** Let the group's interests guide the discussion.
- **Follow up.** A brief recap or shared takeaways is a great way to extend value.

7. Host Support Contact

Your FLCMAA Contact:

Kelly Grabowsky

kelly@flcmaa.org

941.587.3535

We're here to help with promotion, logistics, or any questions you have along the way.