

LEADERSHIP

is a passion for what you do, a clear picture of where you are going, a fluid phenomenon that grows within you, and an emotional expression of what you do. You get it from others, by learning as much as you can and allowing yourself to show your passion. You give it to others by living your vision, sharing that vision with others, being willing to do things—not just say things and leading by example.



FastFacts

Basic Operations & Procedures

| | |
|---------------|-----------|
| Agendas | Budgeting |
| Constitutions | Elections |
| Meetings | Minutes |

Skills for Leaders

| | |
|---------------|---------------|
| Assertiveness | Communication |
| Delegation | Ethics |
| Goal Setting | Recognition |

Planning Activities

| | |
|---------------------|--------------|
| Co-sponsorship | Fundraising |
| Group Dynamics | Teambuilding |
| Planning/Evaluation | Retreats |

Beginnings & Challenges

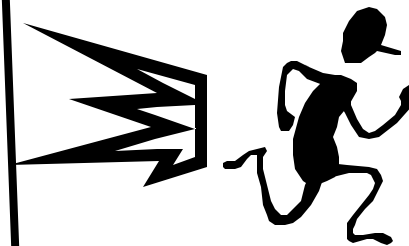
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|------------------|-------------------|
| Conflict | Difficult Members |
| Getting Involved | Transitions |
| Recruiting | Starting a Group |



FastFacts are brought to you by

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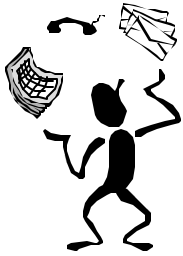
FastFacts

Quick Tips
For Developing
Effective Leadership

Agendas

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*Basic Operations
& Procedures*
.....

▶ An agenda is an important tool for making effective use of meeting time and can also be used for record-keeping.



What do I include in a typical agenda?

1. Call to Order
2. Roll Call
3. Minutes from the previous meeting
4. Old Business
5. Committee and Officer reports
6. New Business
7. Announcements
8. Adjournment/Next Meeting



Tips for Creating



Creative Agendas

Agendas are usually in outline form. Bullets work well too.

A half sheet of paper will usually suffice for typical business. Colored paper makes them stand out!

Make your agendas simple...but including a fun picture or graphic will liven them up!

Allow all members the chance to submit items of discussion for the agenda. You can set aside time in officer's meetings for their ideas. Other members could verbally or over e-mail give their items.

Develop an agenda that fits your organization's needs and your own leadership style. If your group is not formal, your agenda may not have to be either.

Distribute the agenda a few days before the meeting to allow members to prepare for the discussion. Bring more to the meeting for newcomers.

Allow for flexibility in the agenda... they are meant to offer direction, not dictate action!

When typing your agenda, leave space for members to make notes. This will facilitate good record-keeping.