

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

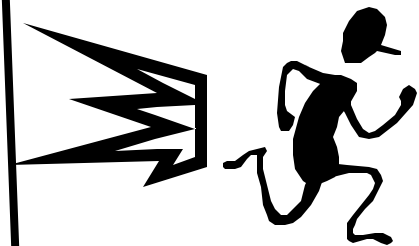
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



FastFacts are brought to you by

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FastFacts

Quick Tips
For Developing
Effective Leadership

Meetings

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*Basic Operations
& Procedures*
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▶ A great meeting has three elements: organization, productivity, and FUN!

Meetings have several functions:

1. They give members a chance to discuss and evaluate goals and objectives.
2. They help keep the members updated on current events
3. They provide a chance to communicate
4. They keep the group cohesive
5. They allow groups to pull their resources together for decision making

Before the Meeting

- Define the purpose. No purpose? No meeting!
- Choose a meeting time. Set a time limit and stick to it.
- Choose a location that suits your group's size. Larger rooms are more comfortable and allow for expression.

During the Meeting

- Greet everyone —even if they're late.
- If possible, serve light refreshments. They make for a comfortable atmosphere.
- Encourage group discussion to get all points of view and ideas, but tactfully end unproductive discussions.

After the Meeting

- Write up and distribute minutes within a few days.
- Follow up on contacts and actions.
- Give credit where it is due!

Do you dread attending meetings because they are dull, unproductive, disorganized, and long?

With the proper planning and a little creativity, any meeting can be effective and enjoyable!

