

Some qualities of a great leader

They have a vision to take the club some where new.

They can communicate clear visions.

They can connect that vision to ordinary tasks.

They set clear goals for that vision.

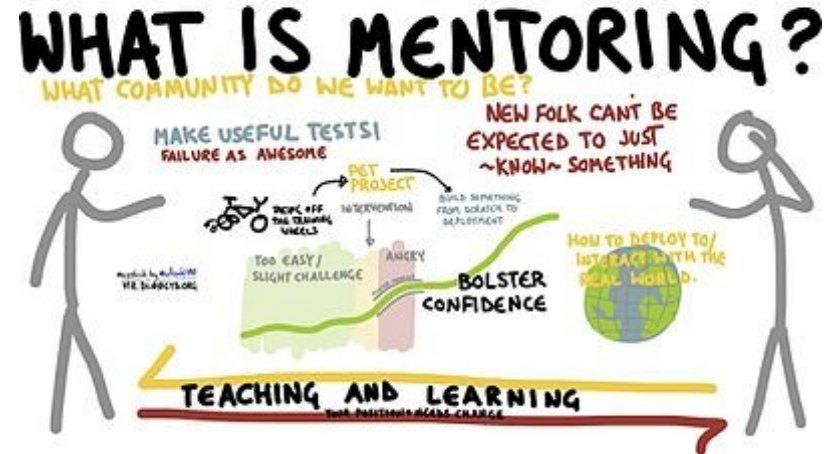
They give you clear feedback.

They coach the members whenever possible.

They care about the members.

They focus on members needs and interests.

They share personal information to help you understand where they are coming from.



Training /Mentoring New Leaders

It is more than having a trainee go up the chairs. Someone needs "to show them the ropes." The trainee should be allowed to see emails, forms, reports, speeches, certificates, all types of paperwork.

To travel with the person above them. The First Vice President should be able to travel with the President once in a while to see what they do while on the road.

There are no secrets, they are bad for the Club & Districts. They don't prove how much the secret keeper knows, they prove how little the secret keeper thinks of their club or district.

Mentoring

A fancy word for training others to do their job, your job or the job of others.

All Club & District Leaders should be training or mentoring members to be the next President, First Vice

President and what other officers your club & district need. That is one reason why we want our Leaders to move up thru Chairs. What does that mean? It means be the Second Vice President for two years & then the First Vice President for two years and then be the Club or District President.



They make the meetings fun & interesting, never dull!

They expect the best from the members.

They do their best to set a good example.

They are honest & have integrity.



They work on making strong teams.

They listen when members give suggestions.

They reward/ recognize members for service on projects and just being long time members.

They are inspirational.

They make you want to follow them.

They make more leaders—they train new leaders.

The Demands of Leadership are...

That you are always **accountable**.
You may delegate a job but you can never delegate responsibility for how that job turns out.

That means you have to help someone do their job when you delegate a job to them. You can not just hand the job off & forget about the job!

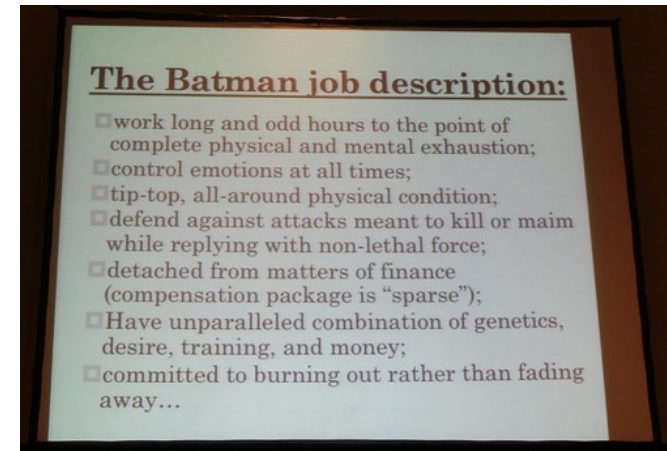
You must continue to check on that person in a reasonable amount of time so that something horribly wrong can be fixed.

But also remember just because it is not done the way you would have done it—it is not done wrong. This is one of the hardest lesson for new leaders to learn. It is NOT my way or the high way!



Sample Job Description for Batman.

Even Batman needs a
Job Description!



In your job description say things like:
Writes reports for club or a chairmanship to send to District & State.
Needs to attend all Club meetings and District meetings.
Lunch is at your expense or Club will pay for lunch.
Will give awards to Club Women for years in service.
You get the idea, the stuff the bylaws leave out but the officer needs to know.

Write Job Descriptions

Great Leaders write job descriptions. The bylaws are often vague or there is more to the Office than the bylaws say.

Job Descriptions should cover all the required parts of the office even the parts everyone knows about but that are not written anywhere.

What does your Bylaws say that your Club Second Vice President does?

Does it say give a report at each club meeting?

Does it say find a mentor for the new members?

Does it say write the membership report for the club?

Does it say make certificates for members as needed?

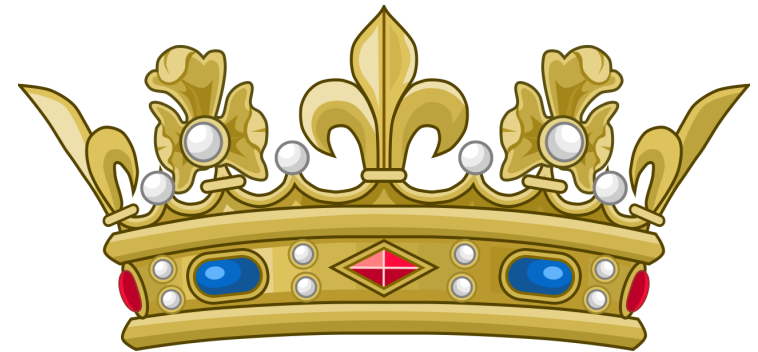
Does it say go to District Meetings?



All the stuff left out of the bylaws should be in a job Description. The Job Description gets more important the higher up you go. As a State Chairman do you know what is expected of you? You do if there is a job Description.

Job Descriptions are important! How can you do the whole job if you don't know what it is?

You must have **Humility**. We have all known the Queen of the Women's Clubs. Someone who is Club President & turned into the Princess. The new District President who has to be waited on hand & foot. Who must be first in line for everything because it is her right & not because it is protocol.



I personally found some of the protocol useful. You eat first so you can start the meeting while others were still eating. The taking a bite before anyone else could eat was embarrassing.

Remember in two years you will have to give it all up! And you will be another has-been. Fame is fleeting.

More demands are...

As the Leader of your group you can not get from away the fact when a meeting, conference, project, tea or whatever fails & you are President it falls on your shoulders. Yea, the chairman has something to do with it but "the Buck stops here" as Harry S Turman said. You are responsible. So you have a high degree of **Responsibility**, yes with a capital R.

Accountability & Responsibility go hand & hand. You need to have both to be a great Leader!



Let's not forget **Integrity!**

Defined as the quality of being honest and having strong principles & uprightness

Leaders make tough decisions.

Sometimes you as the leader you see an issue. Sometimes everyone sees it.

Leaders can't always hope that someone else will take care of the issue.

You do need to do some critical thinking here.

1. Is this issue a Mountain or a mole hill?
2. Will get worse if I do nothing or will it go away if I do nothing?
3. Who is being hurt or injured by this behavior?
4. Is this behavior illegal?

If not doing something will let this issue go away on it's own– Good.

If the answers to these questions take you to a place where you will have to deal with the issues over again, stop it now or if some is being hurt or injured stop it now.

