

California Federation of Women's Clubs

One of the best decisions you made was to join your local women's club. The great thing about that decision is that along with the many new friends you met at your local Club you have met many more women at the District & State levels, CFWC which stands for the California Federation of Women's Clubs which belongs to the International General Federation of Women's Clubs. Congratulations on already being a great decision maker! You picked the very best!

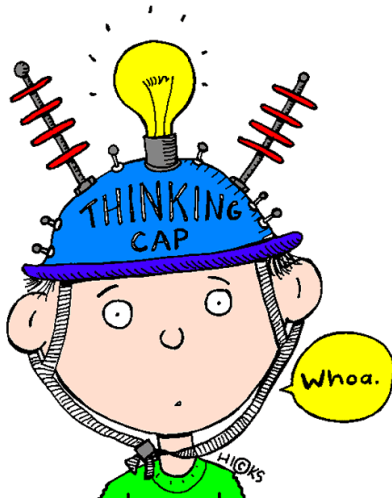


Decision Making 101
2020-2022

Decision Making

Have you thought about how you make up your mind?

Do you do make up your mind using logic & with a process or do you do it with emotions? Either is right or wrong, some decisions are better made one way than the other. We will learn about some different way to think which is part of decision making.



Is thinking hard for you? or do you just think it is hard to do? –pun intended! You may not have ever thought of a methodology for thinking or making your mind up about something. As leaders it's a good idea to have a couple of way to think about a problem so when you tell members you have thought through a problem you really have done exactly that.

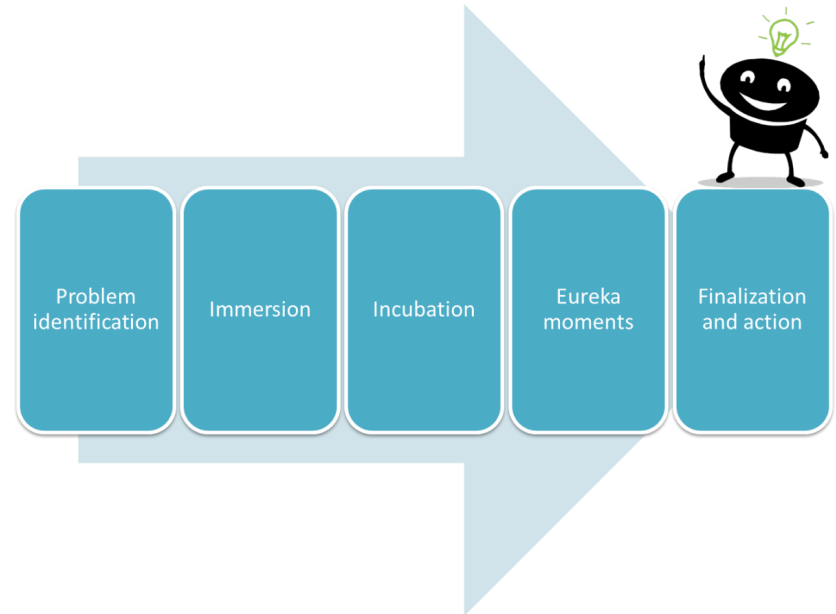
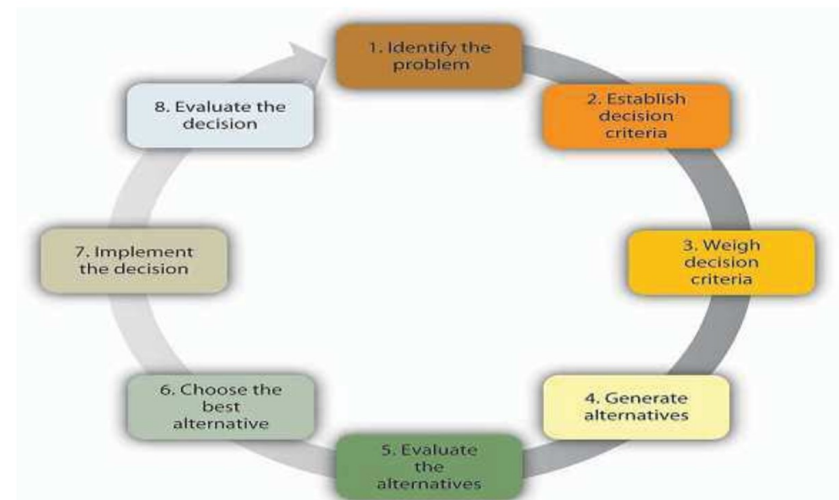


Figure 2. Steps in the Rational Decision-Making Model



Source: <http://2012books.lardbucket.org/books/management-principles-v1.0/s15-decision->

Here are some different charts showing you different ways of thinking about decision making. The reason I am showing you these to show you how many different ways there are & how huge this subject is. Please google some of these or just decision making on your own time to learn more.



IRAC

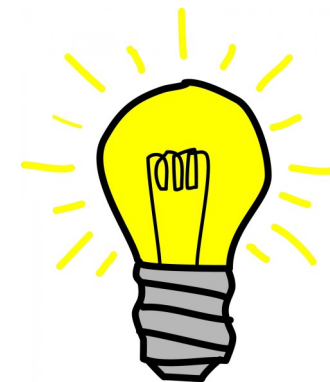
This is the first method I learned in college to write out or deal with a problem. Once I learned to do this I never looked back.

It stands for

Issue– Rule– Application—Conclusion

What happens is you view every problem through this lens. First you find the issue & then you search for a rule to apply to this issue. Once you have done that you apply that rule to your issue. The conclusion is how the that rule & application make you see the issue importance, relevance, maybe excuse, & working order or whatever else that process makes you see.

Did it make your light bulb turn on?



(for all you Lawyers– I did learn this in a law class)

More decision making basics

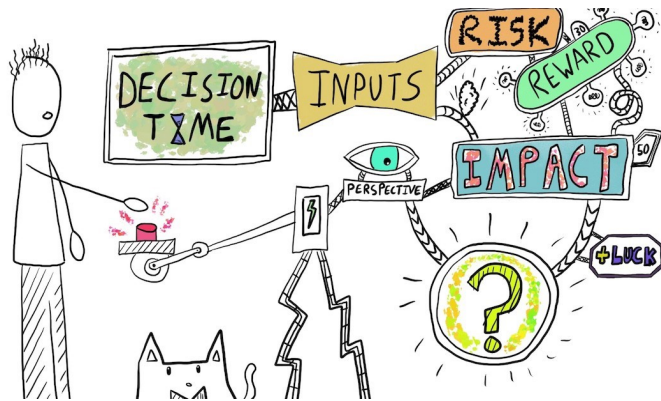
A big part of decision-making, is the analysis of a finite set of alternatives described in terms of specified criteria.

Then the choices might be ranked by how good they look to the decision makers when looked at all together.

Let's say that another way is look what could happen depending on what you need to happen.

Characteristics of decision-making

- Step 1: Identify the decision. You realize that you need to make a decision. ...
 - Step 2: Gather relevant information. ...
 - Step 3: Identify the alternatives. ...
 - Step 4: Weigh the evidence. ...
 - Step 5: Choose among alternatives. ...
 - Step 6: Take action. ...
- Step 7: Review your decision & its consequences..



How many people should be involved in making a decision?

The amount of people in the room depends on the issue & what your Bylaws say.

It's smart to involve at least two stakeholders in important decisions, but you may decide to have a team of up to six. Then have the club vote on it depending on what the decision is.

Don't get carried away. It is may not a major decision. what color ink to use for your reports. Who writes those reports by already be decided on in your bylaws.

Unlike other "companies" we have Bylaws & must follow them & remember the order that you follow your by in.

1st is always **Club Bylaws**

Then **District Bylaws**

Then **State Bylaws**

Then **GFWC Bylaws**

And then & only then **Roberts Rules of Order**
Do not rush to Roberts for a how to do things!



A committee or Team approach to decision making

As a leader you should

Support your Team

Honor your team's requests by letting them work with you to find a solution. Provide a timeframe for finding the solution, then follow up with them as needed.

Assess the risk

All decisions come with some risk. Let the team know the risk & if they need more time to come up with their answer. Do the best to "do no harm".

Teach your team decision-making skills

& make sure they are effective decision-making skills. This booklet is only a starting place. Remember you can Google it!

Observe your company's mission statement and values

We all have a mission statement. To see the CFWC go to our Website. It is long but it is an over view of the governance of what **we do & should do.**

Consider various outcomes

Remember the end-game. What happens when you & your team decided to put your decision in place. Will it help your Club do it's business in the long run or just be something to make you look good?

Here's another method to make a decision

Question–Collect Data– Analyze



Question- What is it you want to know about or make your decision about. It may be as simple as can we paint the women's clubhouse this year? You design an experiment if need be, do your research, have a committee & think about it.

Collect the Data—from this research. If you had an experiment you collect all the information. What will it cost, who can do it, how long will it take, exactly what do we need painted?

Analyze— this data. Most importantly you learn from it. We cannot save enough money in one year to paint the club house but we can do it in three years!

There are some rules to Decision Making

Have a base line. It should be clearly defined.
With out a clearly defined baseline what will you
compare it too. It should have an
Independent variable & one dependent variable.

Don't work off a hunch.

No flying by the seat of your pants.

Be deliberate about the process. Making a well
informed decision requires deliberate steps and
as silly as this may sound but a good decision
maker first decides how they will go about
making the decision.

Do your best to **structure out any bias.** Try to
take the opinions out of the decision &
make it fact based.

Ensure a working outcome .



Here is a Golden Rule of Decision making.

***The worse Decisions are the
ones you fail to make.***



When you are avoiding a decision, because you are
not deciding you are being irresponsible. These are
very harsh words & not my own. As a decision maker
that means that not deciding at all is
the worst decision you can make.