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# A VISION, TASK AND HOPE

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**V**ISION — To approach club members with ACTION & VISION in LEADERSHIP.

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**T**ASK — Our task is to instill the importance of LEADERSHIP to each and every member.

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**H**OPE — Our hope is that through ACTION & VISION of TOMORROW in LEADERSHIP training we can secure the future of FEDERATION.

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***LEADERSHIP RELATES TO  
AND AFFECTS EVERY PHASE  
OF OUR FEDERATION***

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# LEADERSHIP IS ESSENTIAL TO THE

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**L**eadership

**I**ndividuals

**F**ocus

**E**nthusiasm

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**OF OUR  
ORGANIZATION**

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# LEADERSHIP



Leadership is an intangible quality. It is a rare combination of qualities which together produce results that were thought impossible.

A Leader must believe in herself and what she is doing to an uncommon degree, and have confidence that she will succeed. The attributes of knowledge, persistence, drive, courage, and imagination, keeps up her own spirits as much as those of others. The blend is contagious. That is why leaders can lead. They stimulate and inspire others.

A leader has strength of character; integrity; individuality—coupled with concern for others; commitment to excellence; ability in policy planning and decision making; and ability to motivate others and to help them develop their potential.

*“An informed and knowledgeable member is an active member, and an informed and knowledgeable club is a strong club.”*

# TIPS FOR AN EFFECTIVE LEADER



1. Be a Diplomat. If someone in your organization wants to take on a task that you don't feel they would be suited for, start by thoroughly explaining the job and what the time requirements would be.
2. Match the responsibilities for a particular task to the right person. Take time to get to know your membership so that you can make informed choices and decisions.
3. Know how to delegate, but at the same time, don't leave anyone hanging. Setup a system so that decisions can be made by others, but also so they always have someone they can bounce back to with questions.
4. Have a vision for the organization and encourage members to come forward and take an active part - not necessarily as a chairwoman, but at different levels and commitments.
5. Be your own devil's advocate and weigh the pros and cons before making a decision. Think through all the ramifications of an issue, but be someone who can make a tough decision and stick to it.
6. Cultivate good working relationships with your advisers; keep the lines of communication open.
7. Be outgoing. Some people won't volunteer until they feel comfortable with you; others are unwilling to commit until they've been approached about a specific task you feel could use their talents.
8. Be organized and able to plan.
9. Develop a willingness to say "no". You can't do it all.
10. Have a sense of humor - mistakes are going to be made, but if you can keep things in perspective, no mistake will seem so huge that it can't be corrected.
11. Be able to see the "big picture" since you're in the center of the pie, know how all the committees fit together and affect one another to make the organization work as a whole - cause and effect.
12. Give credit to your volunteers for a job well done. It is not "I did" but "we did".
13. Make a smooth exit when your term ends, tying up as many loose ends as possible, so the transition for the new officers will be positive. Make yourself available to the new officers - if they ask.

# LET'S GET ORGANIZED

Prioritize Your Activities Whether you prioritize your activities mentally or in writing, it is vital to decide which activity is the most important. Furthermore, all tasks - minor or major - must be prioritized. It is a continual process.

Stick to the Plan There will always be other activities you'd rather do, and projects less difficult and easier to complete. But at the chosen moment, they're not the activities or projects that are going to move you toward the desired objectives. You've got to stick to the plan.

Think and Organize in Departmentalized Terms When you have a large project, the total number of activities necessary to complete the job may be overwhelming and confusing. So don't attack the whole project. Think instead of each separate task. If you can departmentalize your tasks for minutes or hours, you will be able to better organize your approach to the project.

Manage Your Paperwork Classify your paperwork into files entitled **MUST DO, SHOULD DO, and DON'T DO.** By doing so, you'll be using the principles of efficiency, good management and organization.

Delegate Responsibility To get ahead you must delegate. There isn't a justifiable cause for not delegating. If you don't delegate

you are limited in your growth and your board members will be stunted because they won't have the opportunity to learn and develop new skills and that is unforgivable in terms of good leadership.

Consistently Ask and Listen You must first stop giving your board members the answers to their problems. When you provide all the answers, you've accepted full responsibility for the success or failure of that decision. Ask and listen! Use board member's skills, abilities and problem solving capabilities. Let them use their abilities.

Do It Now Organize now, not this afternoon, not tomorrow, not next month. Organize now, act on it, delegate it, write a note on the bottom of correspondence and return it. If you don't do it now you'll be in an environment of constant crisis.

*"Organization not only improves morale and productivity; it is a characteristic of individuals who enjoy great achievement."*

# ACTION PLAN FOR DEVELOPING LEADERSHIP

....Clubs need to have an action plan for developing leadership in their clubs. Some ways are:

....Have co-chairman for large events and projects. One chairman should be a new member or, at least, someone who will continue as a co-chairman the next year. This way the inexperienced member has an opportunity to "learn the ropes" and feel confident about the project the next year.

.....Start a Money/Expense Fund for Delegates/Representatives in your club to encourage as many of your members as possible to attend your state and district meetings. The motivation from these meetings can be the "little push" that helps members to decide to run for an elected office.

....Clubs should pay the way for their elected officers to

attend district and state meetings where they receive training for their particular office, as well as gain knowledge about the organization in general. By clubs paying the registration, and possibly lunch, for these functions, officers feel the obligation and importance of attending.

....GFWC clubs are experts at earning a lot of money, which they give away. That is an important reason to have GFWC clubs. However, it is also important for clubs to invest in their own future by budgeting money to train the future leaders of their organization.

*"Clubs do not disband because of lack of money, or members, they disband for lack of leadership."*

# ARE LEADERS BORN OR MADE?

A leader is a person that brings people together and guides them to the realization of a shared mutual goal. A good leader must have or develop as many of the following qualities as she can:

- 1 **VISION** - Subordinate individual interests for the good of all; develop the ability to understand the long term effect of the decisions made
- 2 **AN OPEN MIND** - Keep an open mind toward problems and their solutions go a long way.
- 3 **SOUND JUDGEMENT** - Weigh the pros and cons of an argument carefully before reaching a decision.
- 4 **KNOWLEDGE** - Obtain a thorough understanding of the organization and its priorities.
- 5 **ENTHUSIASM** - Have a communicated, genuine interest and enthusiasm for the goals of the club.

6 **ENJOYMENT** - Nurture the ability to have fun, give people a lift.

7 **CREATIVE THINKING** - Be open and receptive to new ideas.

8 **THICK SKIN** - No leader will be loved by all. Be able to deal with political pressures and heat from unpopular decisions.

9 **GOOD INTERPERSONAL RELATIONS** - Get along with others, be a part of the team effort, give credit.

10 **EMPATHY** - Be able to LISTEN and have genuine care for member's concerns.

*"The great leader is not the one in the spotlight, she is the one leading the applause."*

# WHAT IS A GOOD LEADER?

- 1 .....She understands the aims, purposes and objectives of her group organization and is willing to translate them into action through meaningful service.
- 2 .....She understands how to relate the task to the personnel and resources available and shapes her programs accordingly.
- 3 .....She understands how to define a responsibility clearly and accurately, NOT ONLY WHAT must be done, but WHEN and BY WHOM.
- 4 .....She tries to learn and understand how to coordinate the activities of many individuals into a related whole.
- 5 .....She understands the importance of praise and is willing to share the spotlight with others.

*"A leader is someone who can take a group and develop them into a team focused on a single vision."*