

# 2014 Leadership Training: Part II

Project Nur



# Session Objectives

- Identify traits and skills of an effective leader
- Become familiar with styles of leadership
- Examine roles, duties, and responsibilities of a PN Leader
- Effective Chapter Management
- Leadership Transition



What is Leadership?

Why is it important?

**Student Leader:** whether in a formal position or not, nurtures abilities in themselves and others in order to make an ethical and socially just impact on campus or in the larger community

Portland State University, Enrollment Management & Student Affairs: Student Activities and Leadership Programs



Source: The Point News, St. Mary's College of Maryland

*“Leadership is a function of **knowing yourself**, **having a vision** that is well communicated, **building trust** among colleagues, and **taking effective action** to realize your own leadership potential.”* – Professor Warren Bennis (1925-2014), University of Southern California

Tune in Tunisia Training Manual, AIC

# Roles, Duties, Responsibilities

- **Guide and coordinate:** encourage teamwork and motivate individuals
- **Provide structure:** set mission and purpose, clarify roles and responsibilities, allocate tasks and set objectives
- **Focus on performance:** anticipate challenges, monitor performance, delegate and provide support

# Leadership Styles

- Top-down style of leadership, “command style”
  - Single leader, leader’s responsibility to direct and command members of a group
- Grassroots approach, “Shared Leadership”
  - Group functions collectively, has many styles of leadership, nurturing atmosphere

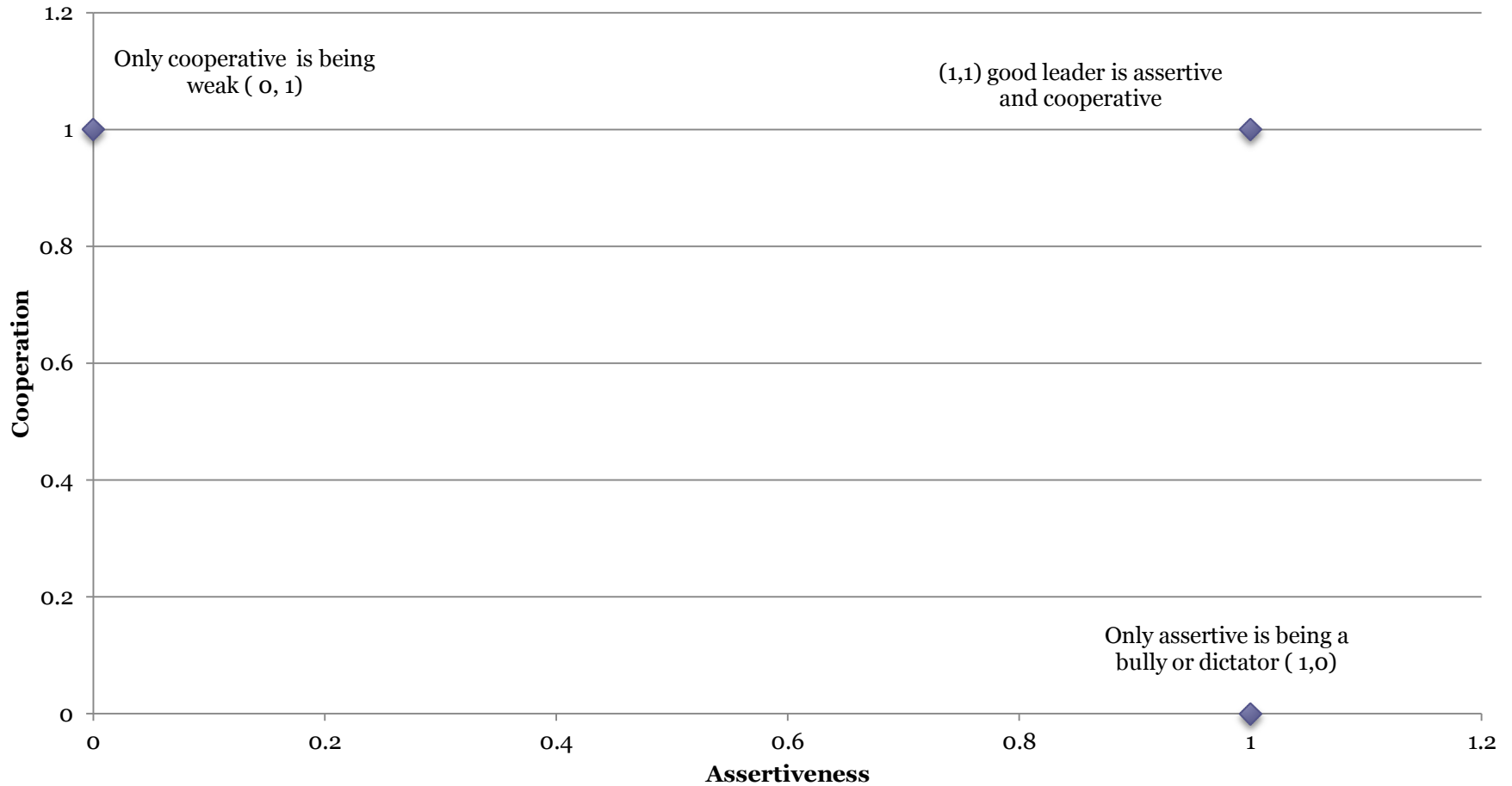


Source: <http://timberly.com/category/leadership/>



Source: <http://www.autismempowerment.org/autism-scouting-program/leadership-training-kit/>

# Leader should be assertive and cooperative





# Chapter Management



# Leadership Plan

- SWOT Analysis
- Set an **Action Plan**
  - Long term goals for chapter
  - Short term goals – chapter meetings
    - SMART goals: Specific, Measureable, Attainable, Relevant, Time-bound
  - Team Building
- Assessments and Evaluation
  - Are you meeting your goals?

# Outreach and Recruitment

- Advertise
  - Student Media: Campus Newspaper, Radio, Bulletin Boards, Email, Social Media
  - Club Fairs
  - Network!
- Schedule – Pick a times/days of the week people would be most available
- Make sure to bring food for your first meeting
  - Everyone likes free food

# Effective Meetings

## Before the Meeting

1. Coordinate a separate meeting of officers/executive board members
2. Define the purpose of the meeting
3. Develop an agenda and distribute agenda to exec board and members prior to meeting
4. Choose an appropriate meeting time and set a time limit for agenda items

## Example agenda for your meetings:

Student Government Association  
Agenda- Legislative Session  
November 5, 2013

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Student Speak Out
- VI. Guest Speakers
  - a. President Newbould
  - b. Prof. Ben Click on Mark Twain Lecture
- VII. New Business
  - a. Appropriation of Bike Shop Funds Bill
  - b. Executive appointments for committees
  - c. Bylaw Amendment to Augment the Voting Eligibility
  - d. Bill to Allow All Students to Attend SGA
- VIII. Officer Reports
  - a. President
  - b. Vice President
  - c. Student Director of Campus Programming
  - d. Student Director of SGA Publicity
  - e. Student Trustee
  - f. Club Coordinator
  - g. Treasurer
  - h. Parliamentarian
  - i. MHEC Representative
  - j. Student Representative for the Alumni Council
  - k. Senate Leader
- VIV. Senate Reports
  - a. Class Officers
  - b. Senators
- X. Announcements
- XI. Adjournment

# Effective Meetings

## During the Meeting

1. Icebreakers and Refreshments
2. Start on time and end on time!
3. Review the agenda and set priorities for the meeting. Stick to the agenda!
4. Encourage group discussion, feedback, ideas, etc.
5. Record minutes of the meeting for future reference
6. Summarize agreements and end meeting on a positive note
7. Set a date and time for the next meeting

# Effective Meetings

## After the Meeting

1. Write up and distribute minutes as quickly as possible
2. Discuss any problems during the next meeting with officers, come up with improvements
3. Follow up of delegation decisions, make sure that members are carrying out their responsibilities
4. Give recognition and appreciation
5. Put unfinished business on the agenda for the next meeting
6. Conduct periodic evaluation of meetings with exec board

## Example meeting minutes:

Student Government Association

Agenda- Legislative Session

November 5, 2013

I. Call to Order

II. Roll Call

Absent: Wohl, McCarthy, Kuehne, Knoll, Kelley, Greenberg, Bradley, Fiore

III. Approval of Agenda

IV. Approval of Minutes

V. Student Speak Out

VI. Guest Speakers

a. President Newbould

1. Addressing Recruitment with Student Numbers: changes in the admissions office, application process, recruiting process. Actual numbers of students for Class of 2017 turned out to be very close to projected.

2. Budget Issues: Have had to cut some programs/staff. Currently have Budget Committee to address this.

3. Funding from the Government: Funding for SMCM is different than most public colleges (not entirely through state system); SMCM is given a grant instead, which can change yearly due to economic inflation etc. Government (i.e. Governor of the time) agrees on how much monetary funds will be allotted to SMCM.

-Pres. Perkins: When can we have permanent Dean of Students? Can't answer that yet.

-Direct. of Pub. Cain: What are some other issues that you've identified since being here? Fundraising. Faculty recruitment. Student Life.

-Pres. Wilhelm: What are your thoughts of safety on campus? Problems with communication about safety. Taking on new faculty to train. The timely warnings- when do warn/for what/what are the requirements/how do you warn etc. These are hard to answer because all situations are different, and then there is the time differences in between the warning and the event.

-Sen. VanSant: What are your thoughts on the Living Wages? The Living Wage is a hard issue to address because the people with lower wages are a part of the Union wages. The Union can charge us with unfair labor under labor laws if we change too much. It has to be done carefully and take into consideration that there are benefits that also come with the jobs.

# Retention

How do I keep members engaged and motivated?

- Be an organized group
  - Provide weekly or regular updates, have productive meetings, achieve goals, delegation and responsibility
- Take attendance
- Organize fun activities and Group Bonding
  - Hikes, movies, festivals, potlucks, service, etc.





# Omicron Delta Kappa

## Fall 2013 Newsletter



"You all are fantastic - you're making this a terrific place to live and work." -Dr. Beth Rushing

### Leadership Committee

A key goal of our committee is to not only recognize students for their achievements, but also to help them grow as leaders and give back to the community in new ways. One of the main tasks of the leadership committee is coordinating talks by experienced leaders on campus (typically faculty, staff, and administrators) at our general meetings. These talks have the dual purpose of allowing those with experience to share the lessons they've learned and of putting a human face to people whom students might only recognize in a professional setting.

### Fundraising Committee

This semester, we've had four successful fundraisers. In October, we had a candy gram sale for Halloween. We've also held a donut sale, a grilled-cheese sale, and a candy cane sale. All three have been extremely successful, and ODK members have shown their leadership through organizing and running all of those events. We have raised well over \$100 this

### Alumni Networking Committee

This semester the committee submitted a proposal for the 2013-2014 Clay Grant. This grant will allow the circle to use funds to organize a brunch with alumni, which will allow St. Mary's students to develop and practice their networking skills. As the circle waits to hear back from headquarters, the committee has been working on contacting alumni about their interest in participating in an ODK networking event in the Spring semester.



### Service Committee

The Service Committee has offered 6 different service opportunities this semester. Our first service event was volunteering at the Making Strides Against Breast Cancer Walk in Southern Maryland (shown in the picture above). We had about 20 members come to help set up, work registration, pass out t-shirts, and breakdown. It was a great opportunity to get out in the community and volunteer. We participated in Keep St. Mary's Beautiful, Campus Farm, a letter writing project to soldiers, and the Oyster Bed Restoration Project with

Creating a newsletter is a great way to keep members and coordinators informed and connected with your chapter.

# Why is leadership transition important?

- A way to avoid the chapter to start again from scratch in the new year
- A transfer of significant organizational knowledge
- A great opportunity for outgoing leaders to evaluate the year
- An orientation process for new leaders
- Helps incoming leadership absorb the special expertise of the outgoing leadership
- Increase the knowledge and confidence of the new leadership

# Leadership Transition

- **Start Early**
  - End of Fall Semester/Early Spring Semester
- Identify emerging leaders
  - Delegate responsibility
- Orientation and training
  - Transfer knowledge and information
  - Introduce new leaders to Program Coordinator
- Evaluation

# Sources

- Tune in Tunisia Training Manual – American Islamic Congress
- Leadership Skills – John Boyes, University of Exeter
- Amnesty International Time Is Now Toolkit
- Mind Tools – [www.mindtools.com](http://www.mindtools.com)
- Project Nur Chapter Toolkit