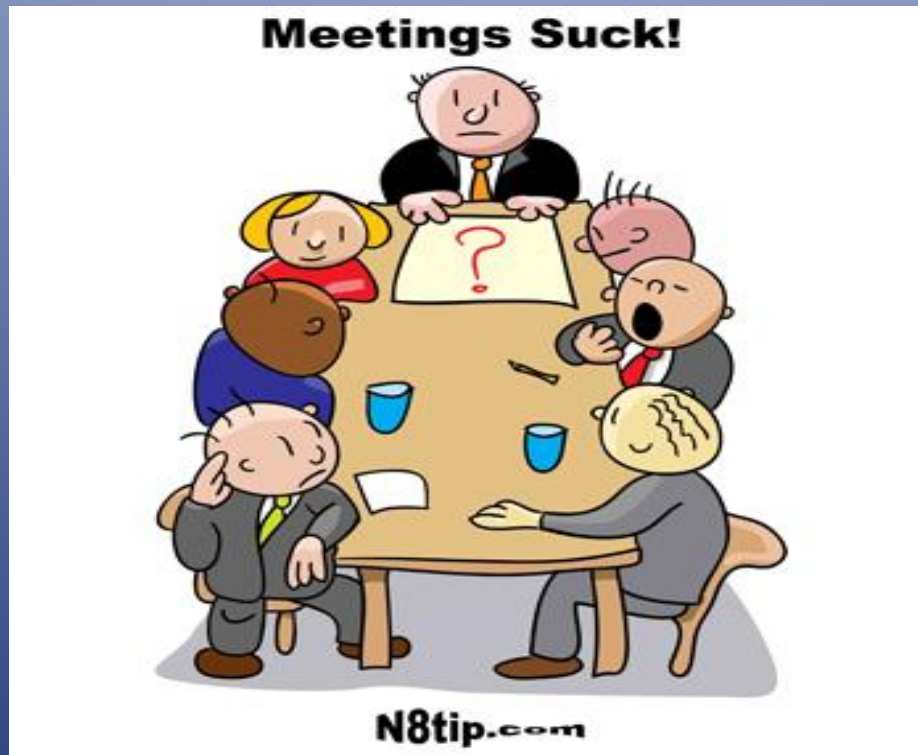


VOLUNTEER LEADER ENHANCEMENT

Before



Concentrate on Meetings



FROM: THE STRATEGY OF MEETINGS

“I decided to talk with some of America’s most successful...leaders in business,...many of whom are viewed as masters in the art of conducting meetings...to gain their insights into the subject (impact of meetings on an organization)...

Number one, the skill to manage a meeting – to develop ideas, to motivate people and to move people and ideas to positive action – is, perhaps, the most critical asset in any career.

...Number two, most professionals have no real training in devising and managing an effective meeting....”

PURPOSES

- Provide ways/ideas to make the volunteer leader's job easier and more successful
- Make sure volunteer leaders know the tools that are available to help them do their volunteer jobs

Focused and Engaged



SCOPE

- Examples will be about meetings, but...
- The fundamentals relate to your role as a volunteer leader in the Association, not just to meetings

OBJECTIVES

- Solidify your ownership of all future meeting agendas
- Give you at least two ideas that you will put into practice at this meeting

WE HAVE MOUNTAINS TO CLIMB



IN A LECTURE AT ANY GIVEN MOMENT

- 20% are thinking erotic thoughts
- 20% are reminiscing
- 40% are worrying or daydreaming
- 20% are paying attention

RETENTION AFTER 3 HOURS

- Telling only – 70%
- Showing only – 72%
- Both – 85%

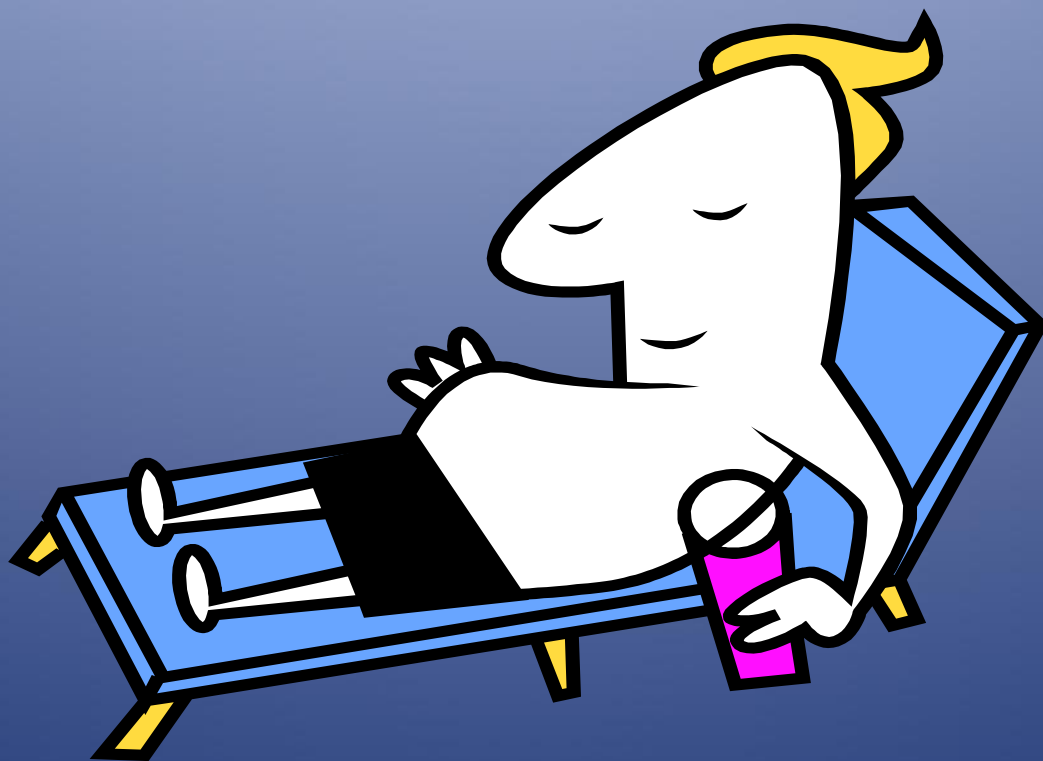
RETENTION AFTER 3 DAYS

- Telling only – 10%
- Showing only – 20%
- Both – 65%

MEETINGS IMPACT

- 11 million meetings occur in the US each day
- Most professionals attend a total of 61.8 meetings per month
- Research = 50% of this time is wasted!!

RELAX



YOU ONLY HAVE 8 SECONDS

WHAT CAN WE DO ABOUT IT?

Preparation and focus...



Focus and process...



Process and decisions...



Implementation...



Feedback – review - results

PREPARATION AND FOCUS



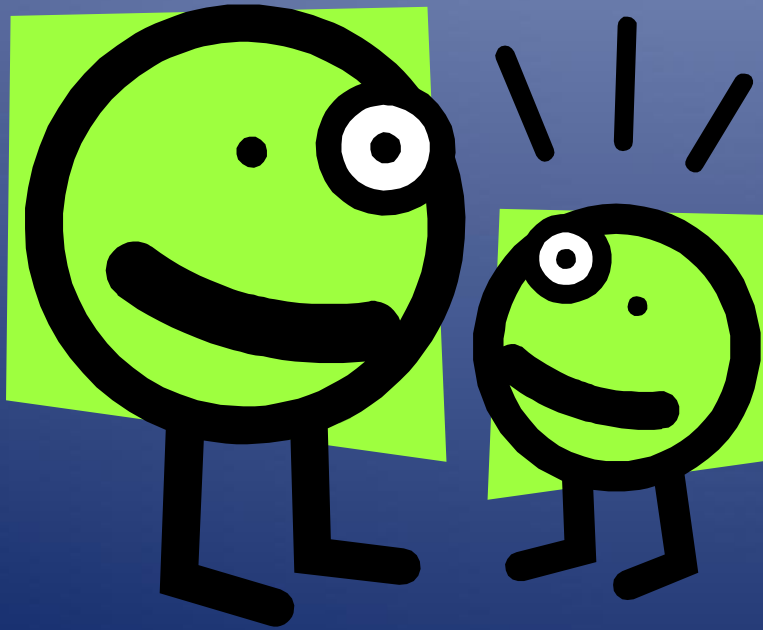
BEFORE THE MEETING

- Existing work
 - Purpose, scope, objectives
 - Project leader
- Vice chairman
- Review tools
- New work
 - Purpose, scope, objectives
 - Project leaders
 - Association Tools

PERSONNEL

- Vice chairman and project leaders
- Defined responsibilities/projects
 - Job description
 - Set expectations – results

•Don't ask for volunteers in a meeting – they have to be lined up ahead



TOOLS

- Project status – committee projects
- Past agendas
- Minutes
- Strategic Plan
- Budget
- Group email

FOCUS

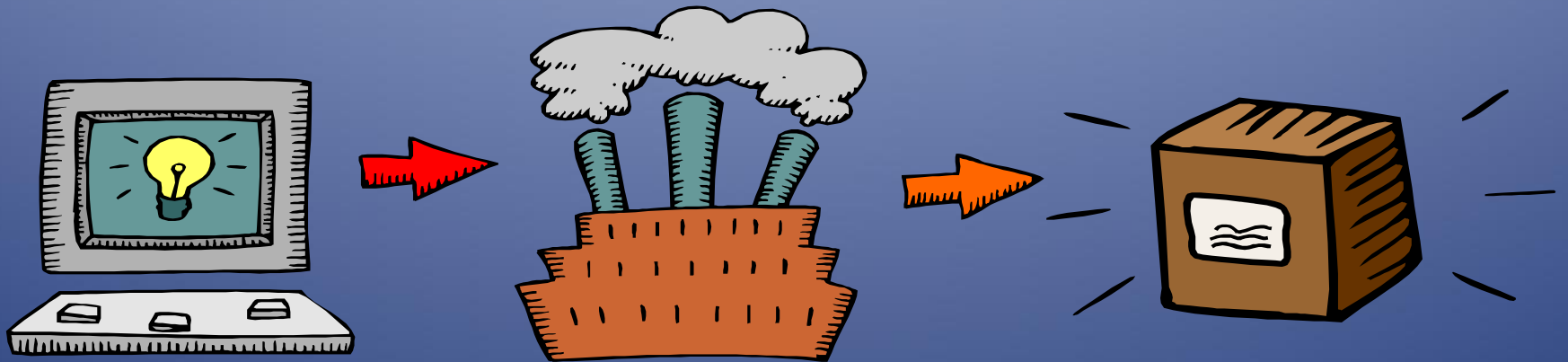
- What are the 1-3 actions we must accomplish at the upcoming meeting?
 - Purpose, scope and objective(s)
 - Why do it – what need – problem does it address
 - Who's going to do it
 - What do they have to do to meet expectations
 - When is it to be completed
 - How much – budget and resource implications

PUT IT TOGETHER – THE AGENDA

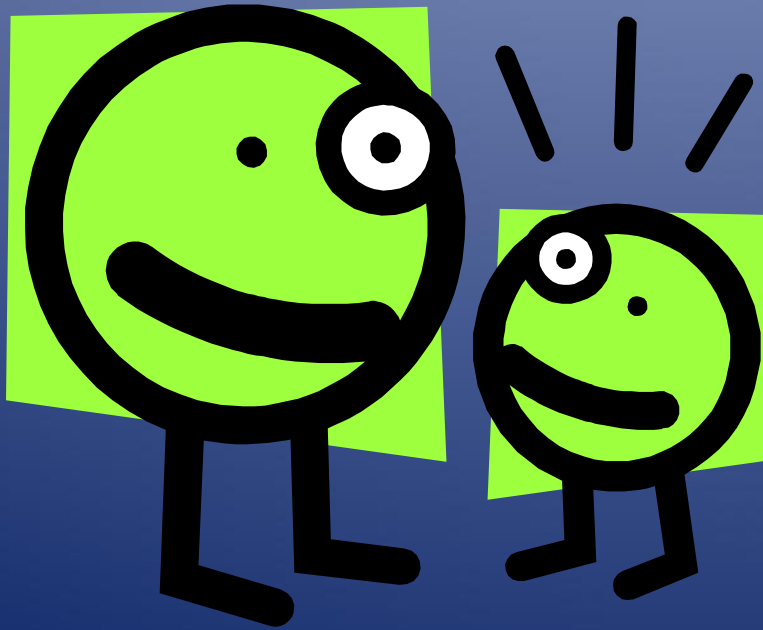
- Plans – purpose
- People
- Now, sell it!



FOCUS AND PROCESS



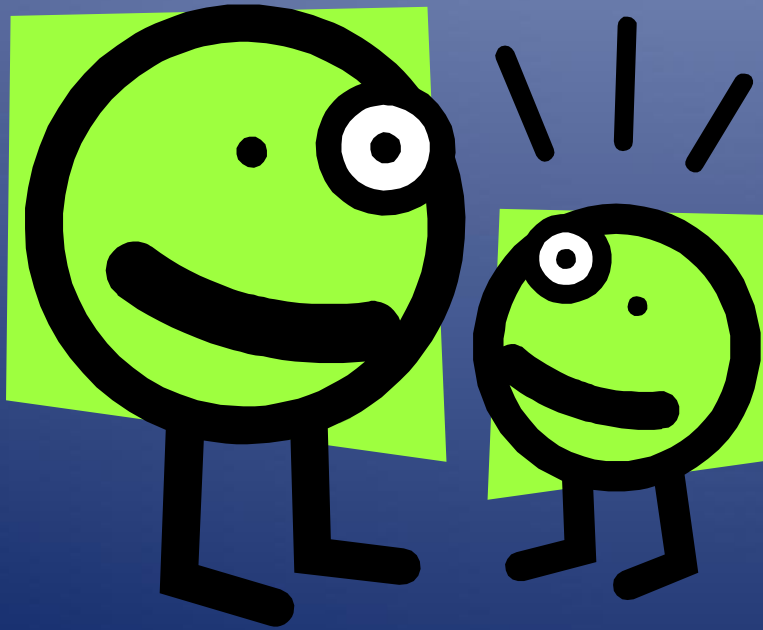
A meeting is not a destination. It is a vehicle for reaching a destination.



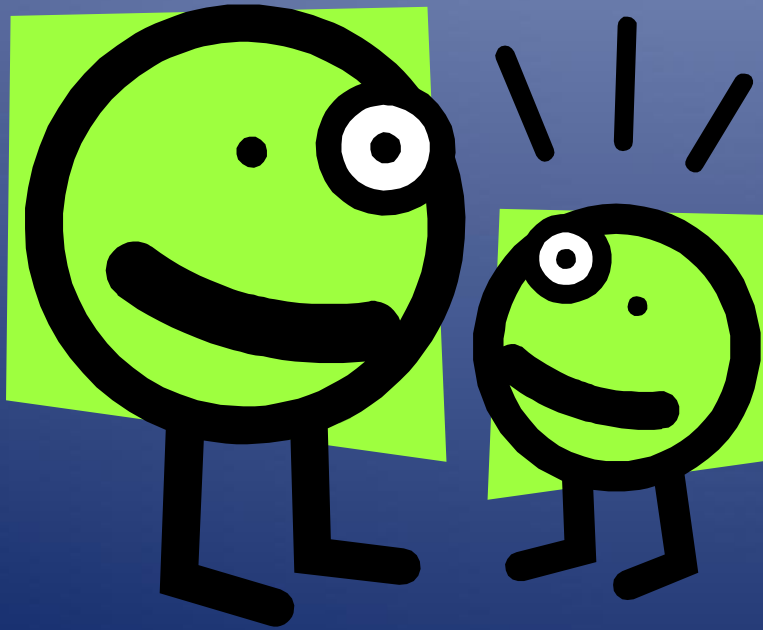
THE MEETING

- Introduce the problem
 - Ramifications
 - Causes
- List possible solutions- pros and cons
- Initiate discussions – referee

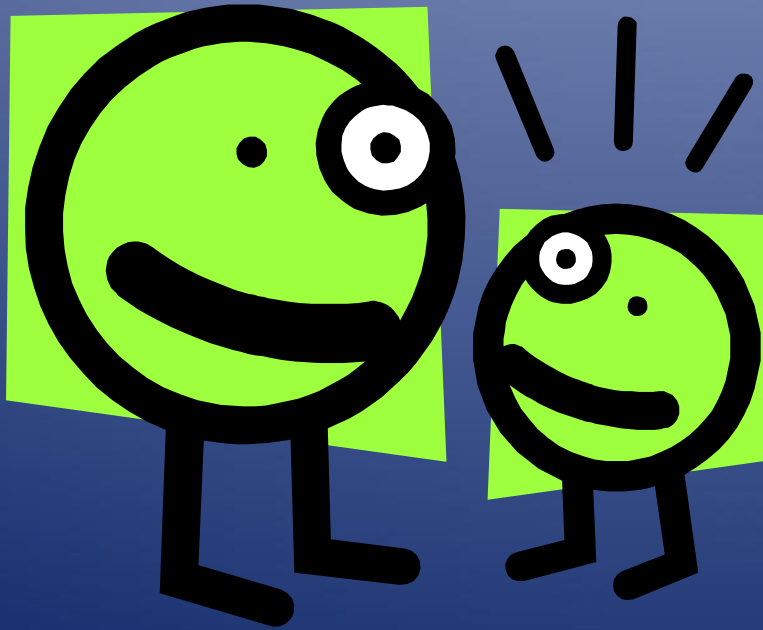
•MISTAKE: Trying to facilitate a meeting and be a participant at the same time.



•TELL THEM: TURN OFF
THE SMART PHONES!!



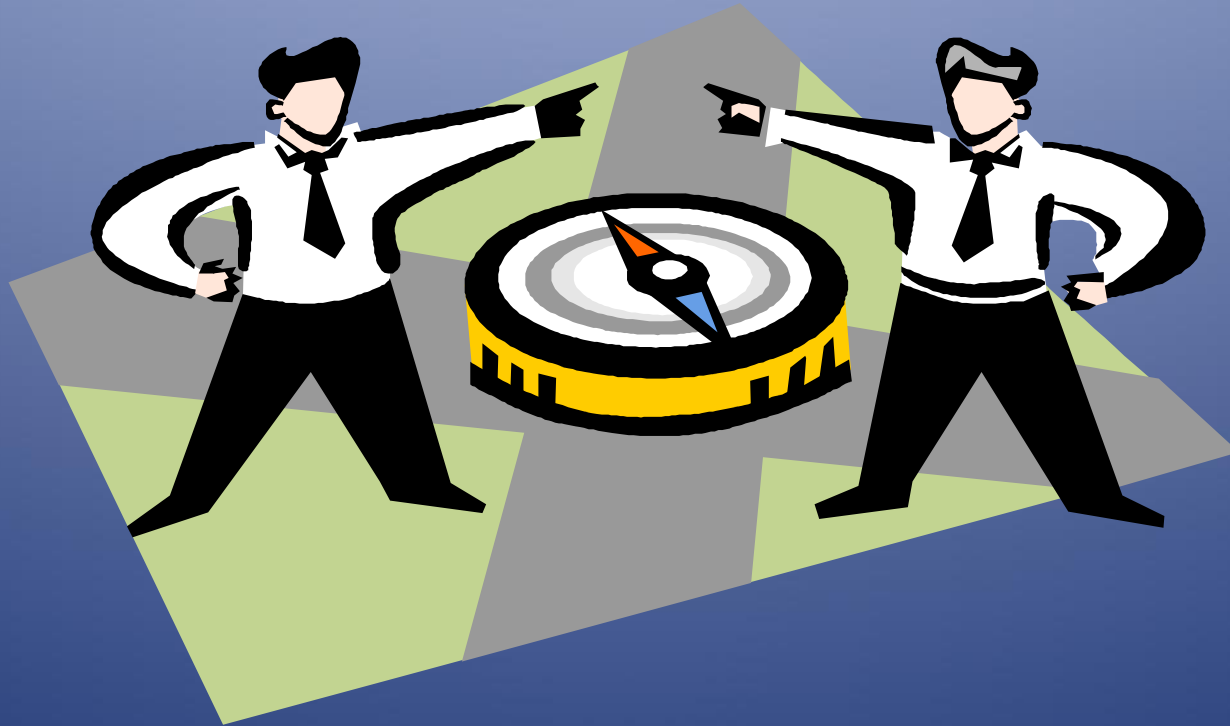
•NO HANDOUTS!!



ASSOCIATIONS ARE DIFFERENT

- Can't fully control who attends
- Must reach consensus
- No real "hammer"

PROCESS AND DECISION



THE DECISION

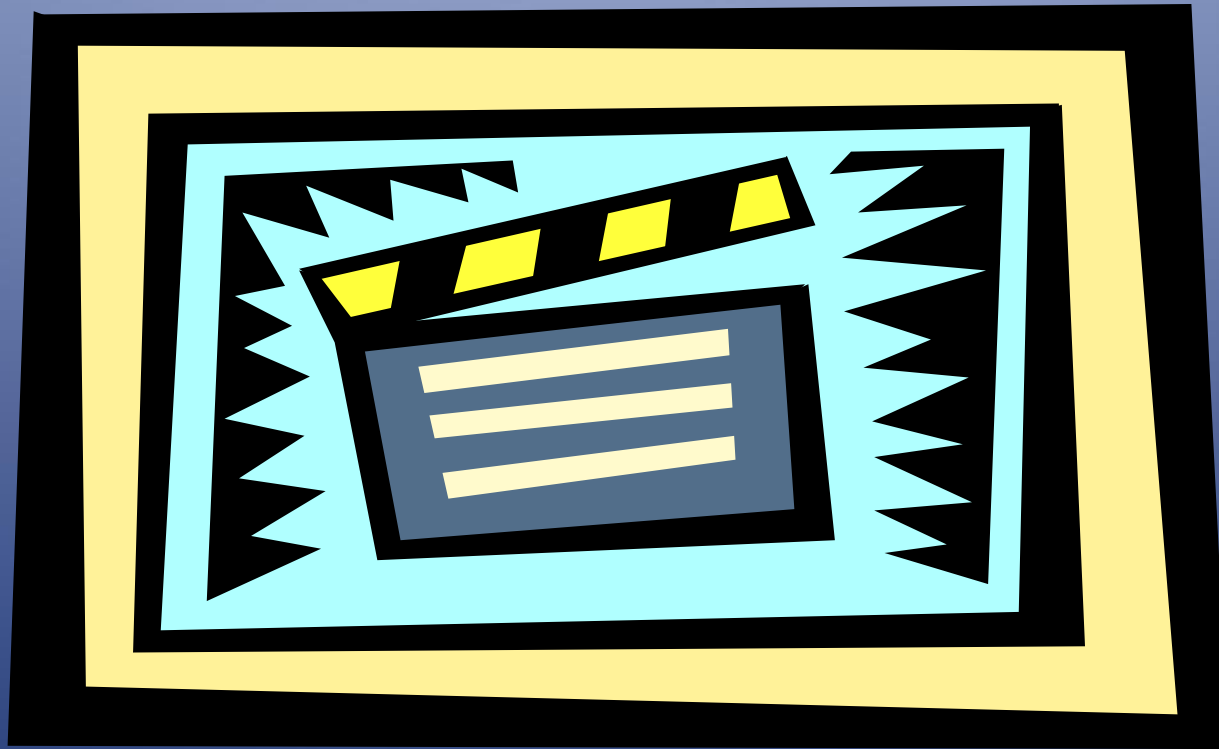
- Restate the problem
- State the preferred solution
- State purpose, scope, objectives of activity
- Who is responsible
- Who, what, when, how much

THE ACID TEST

Is the goal/objective of the project-program
SMART?

- S = Specific
- M = Measurable
- A = Actionable/attainable
- R = Relevant
- T = Timely

IMPLEMENTATION



MANAGE

- Time line
- Expectations
- Communications
- Resources
 - Cash
 - Staff
 - Volunteers

FEEDBACK – REVIEW – RESULTS



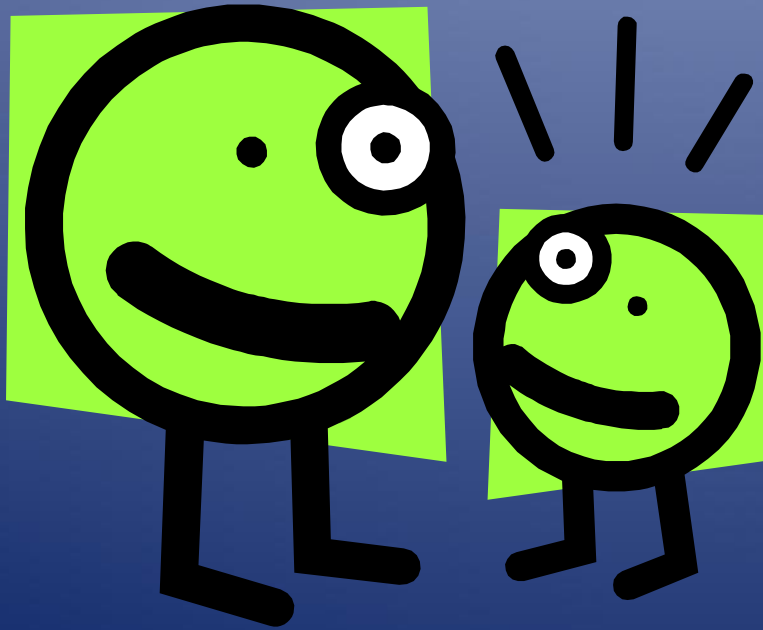
If you do not focus on the objective, it is unlikely the project leader will.



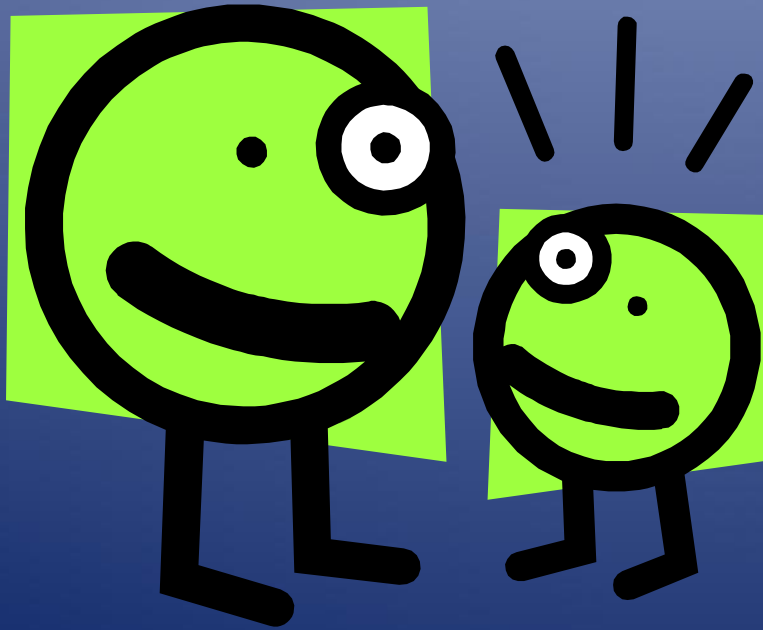
FULL CIRCLE

- Get ready for your next meeting
- Follow the process
- Try to make your volunteers look good – that's how you keep them!!

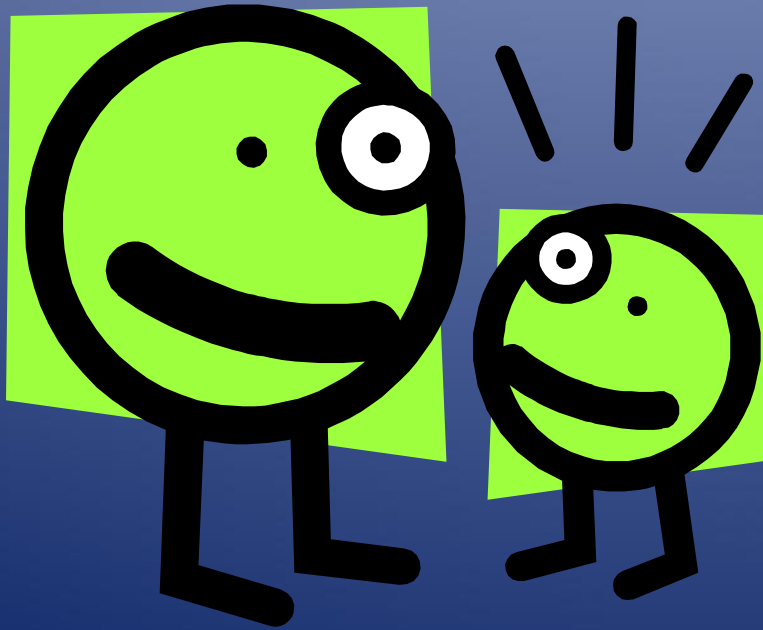
**I said
FOCUS!**



**I said –
“purpose, scope,
objectives”!**



I said
**GOALS =
S-M-A-R-T!**



I said:

The objective of communication is to make your message understood and remembered.



THANK
YOU



GEN -- Y – THE 20-SOMETHINGS

- Two trillion \$
- Don't expect them to pay their dues
- Inclusion
- Relationships are important to them
- Impatient for fast progression