

Leading Your Team



What you will take away?

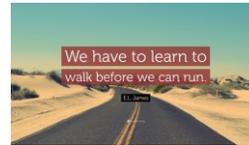
- The Key to a Successful Society
- Who are your Key Players?
- Effective Meetings
- The role of the Chairperson
- Leadership Qualities
- Motivating a Team



The Key to a Successful Society

- ▶ A well-organised committee
- ▶ Effective meetings
- ▶ Active empowered membership
- ▶ Good communication
- ▶ Well-planned events

'Well-run Societies establish a line of continuity and has a high demand for membership. If you organise well, you will succeed'



Who are your key players?



Key Players

- ▶ Your Committee
- ▶ Your Members
- ▶ Your College
- ▶ Your Local Community

Your Committee



Teams need balance
Strengths and Weaknesses?
Patience for Learning

Exercise (writing/ arms)

Society Secretary

- ▶ Book meeting, activity and event venues
- ▶ Read and respond to communications: email, Facebook messages, text, verbal etc.
- ▶ Record minutes of meetings and keep them safe.
- ▶ Keep membership lists

Society Treasurer

- ▶ How to manage society income and expenditure
- ▶ Difference between fundraising and sponsorship
- ▶ Ideas for fundraising activities

PRO & Event Management

- ▶ Ways to promote your society in CIT
- ▶ How to develop a promotional strategy
- ▶ How to start planning for your events
- ▶ How to carry out a risk assessment.

Committee Meetings

Every meeting should have an Agenda

- Gives purpose to the meeting
- Will help you stay on track - task list



Agree as a committee how you will communicate

- Platform
- Frequency
- Types of discussions
- Manner of replies

Committee Meetings

Facebook groups are useful for arranging meetings but are **NOT** a replacement for formal committee meetings



Chairperson areas of responsibility!

- Oversee the members of the Society committee
- To ensure the articles of the Society's constitution are upheld
- Jointly responsible (with the Treasurer) for the Society's finances
- Chair all committee meetings of the Society and
 - Organise
 - Manage
 - Delegate

Committee Meetings

Come together **as a team and make decisions**

This collective contribution is essential in involving all team members.

Every committee meeting:

- ✓ Should have a **purpose** - Set an agenda
- ✓ Maintain some formal aspects
- ✓ Start & finish on time
- ✓ Should produce a clear 'task list'

Task List

Break activities down into manageable tasks

Who is doing what and by when?

- ✓ Aoife - print A3 posters by Friday
- design image for tv screens in canteen by Monday
- ✓ John - book the 24 seater bus by Thurs
- Reconfirm attendance numbers to venue by Monday

End Goal

- ▶ Number of people to attend
- ▶ Amount to fundraise
- ▶ Attract new members to attend

Committee Meetings

Regular committee meetings will:

- Motivate the team
- Clearly communicate issues
- Encourage committee members to remain active
- Make it easier to run Society activities

Chairing Skills

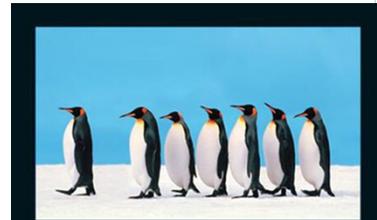
The success of a meeting will often depend on a chair's abilities

- Chairperson's job
 - Everyone can take part
 - To facilitate clear decision making
 - Ensure that all contributions are treated with respect
- Chairperson work closely with the Secretary in planning meetings and ensure these are followed i.e. Agenda

15 minutes planning a meeting can save an hour of unnecessary discussion



To Lead or to Manage?



Remember the difference between a boss and a leader; a boss says "Go!" a leader says "Let's go!"

-E.M. Kelly

Exercise

What makes a good leader?

In small groups
Identify one Leader you all admire
Identify 5 of their leadership qualities

Leadership Skills

- Assertiveness:
 - Being able to provide direction, whilst making clear choices is the mark of a good assertive leader
- Negotiation & bridge building:
 - Being able to negotiate between conflicting viewpoints
- Understand yourself:
 - Keeping your strengths and weaknesses in mind will strengthen your leadership skills

Leadership Skills

- Willing to place **trust** in people
- Wear the other shoe
 - Put yourself in the position of the people you are working with
- Communication and body language:
 - A good understanding of these skills will impact on everything a leader does
- Questioning skills
 - Learning to question people properly will empower the entire committee

Motivating a team

A successful team is a group of people who have:

1. Good communication
2. Different backgrounds, skills & abilities
3. A shared sense of mission
4. Clearly identified goals

How a Chairpersons role can influence team motivation

- Create a relaxed atmosphere
- Be available for discussion (make sure you are approachable)
- Show a caring awareness - committee members may also have personal issues
- Be consistent: setting and maintaining consistent standards of behaviour is essential
- Demand and instil high standards
- Give praise when merited & constructive feedback
- Create opportunities for the committee to get involved



Role of the Chairperson

The key is to remember that:
No one person is central: everyone's role is of equal importance, but not necessarily of equal precedence

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