



Leadership Guide to a Successful Year





Leadership Makes Everything Happen.

Leadership determines the success of any organization!





As President your responsibility is to:

- **Create a positive atmosphere**
- **Clearly define expectations and goals thru Bylaws and Policies & Procedures**
- **Develop strategic and succession plans**
- **Select officers and committee chairs**
- **Mentor current and future leaders**



Leadership Expectations

- Create a positive atmosphere for success:
 - Allow officers and committee chairs the freedom to be creative and give input
 - Create a team not a group of individuals
 - Give everyone a small job to get big results
 - Encourage attendance at membership meetings, State & Regional Conferences and National meetings



Set the Direction

- **Develop/review Mission and Vision Statements**
 - These statements will define the path of your chapter
- **Define goals**
 - Goals must be attainable, realistic and have a specific time frame
- **Create committee structure**
 - Select people that will help your chapter grow and prosper
 - Use your committee to recruit future leaders
 - Continually communicate with your committee chairs
- **Read the communications that come from the National office and report the information to your board**





Develop a Strategic Plan

- You must have or create a Mission & Vision Statement
- Identify Goals
- Define Objectives (*typically objectives are achieved within one to two years*)
- You **MUST** achieve “buy-in” from everyone participating in the process
- Communicate the plan to your membership



Selecting Committee Chairs

- **Committee Chairs are appointed by the president**
 - The minimal committee recommendations are:
 - Legislative
 - Membership
 - Professional Development
 - Nominations
 - Awards
 - HUPAC
 - Media
- **Clearly state their goals and responsibilities**



Identify Leaders

- Understand habits and traits
- View interactions with others
- Know their work ethic
- This may take time, but identifying and developing the right leaders will benefit the growth of your chapter



President's Timeline of Responsibilities

- Know when things are due (*Leadership Rosters, Bylaw changes, Dues increases, Expo/Symposium, Strategic and Succession plans*)
- Calendar of timelines can be downloaded from the NAHU website
- Staying current on timelines shows leadership and will help your chapter grow





President's Timeline Key Milestones/Dates

- **6 months prior to starting your term**
 - Recruit/identify Executive Committee
 - Identify Committee Chairs
- **3 months prior**
 - Hold officer elections
 - Identify President's "Theme" or vision for year
- **2 months prior**
 - Secure facilities for board and member meetings



President's Timeline Key Milestones/Dates

- 1 month prior
 - Hold strategic planning session with Exec Committee
- June meeting
 - Install officers
 - Attend NAHU Convention
- Ongoing
 - Monthly Board and Member meetings
 - State Board meetings



Mentoring Leaders

- Guide, help and support your team
- Show you care
- Be a resource
- Share your knowledge and wisdom
- Be positive and recognize the work being done
- Be a servant leader not a dictator

THERE IS NO “I” IN THE WORD TEAM!

