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!