

## Take Charge

### Prepare Yourself

Once you know you'll be stepping into a leadership role, spend some time getting ready.

#### ▶ LEARN FROM OTHERS

Start by looking over what the group did last year. Ask the person who held the post before you what went well and what might not. Get several tips from adults who have held leadership positions and ask their members and they're looking for from you.

#### ▶ GATHER YOUR TOOLS

Then get organized. Open a new folder on your computer with files from bylaws, policies, minutes, etc. Create a notebook or tote bag with everything you'll need. Make a list of tasks and check them off as you do them. And figure out where you'll need help, then line it up.

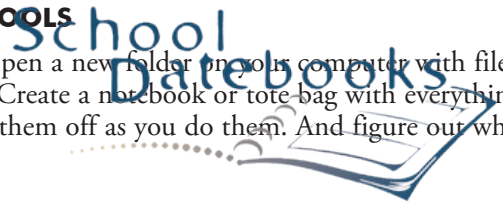
## Survive Your First Day

- ▶ Everyone in the room is looking at you, waiting for you to start a meeting. You wanted to be the chairperson. You care about this group. But are you ready to take charge?

Begin by saying, "Let's get started." Then dive in to your agenda, because, of course, you will have prepared one.

You may fumble and make mistakes. But each meeting will get easier. And you'll soon be tallying many successes.

REVIEW ONLY



#### ▶ THINK ABOUT LEADERSHIP

Spend some time to think about the kind of leader you want to be.

Read some books on leadership. Draw from your own experiences and leaders who have modeled desirable traits. Then set some personal goals for yourself.

Now, you're ready to begin!

"YOU DON'T MANAGE PEOPLE; YOU MANAGE THINGS. YOU LEAD PEOPLE."

—Admiral Grace Hooper

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