

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 wrong and what went right. Get some general tips from adults who have held leadership posts. And ask other members what they're looking for from you.

▶ GATHER YOUR THINGS

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.

REVIEW ONLY

School Datebooks

▶ THINK ABOUT LEADERSHIP

Next, take a little 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!

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.

DO NOT SUBMIT FOR PRINT

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

—Admiral Grace Hooper