

BOOT CAMP 102



Join the Corps

- Committed
- Oriented
- Reliable/Responsible
- Prepared

Equals Success



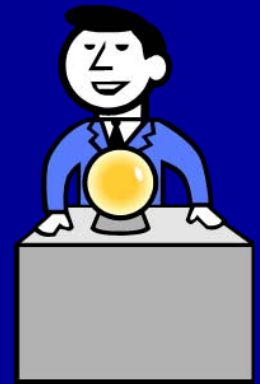
LEADERS IN OUR PROFESSION

- Are the eyes and ears to the future
- Recognize need for change-when to make it, how to implement it and how to manage it
- Possess thinking skills/directional skills because they set the direction for your organization



What makes a good organization?

- Convey a strong vision of where they will be in the future
- Set GOALS
 - Realistic and attainable
 - Improve the organization
 - Involves all
 - Develops a plan to achieve goals
 - Sets deadlines



REVIEW



- President: Presides, Facilitates, points out
- V-Pres (Pres-Elect) : Presides in place of; trains for coming year as President (if applicable)
- Secretary: Keeps Historical Record
 - Minutes – Details of actions taken
- Treasurer: Maintains fiscal stability
 - Develops Budget ($\text{Income} - \text{Expenses} = \text{Profit}$)

Basic Officer Information On Motions:

- Address Chair as Pres., Madam, Chair,
- Wait for recognition
- State name and affiliation
- I MOVE THAT
- (remember moving van takes us where we want to go)
- NOT I MAKE A MOTION



Officer Inductions

- Entrusted with future- You are the leader!
- Determine goals for year
- Define plan of action
- Set deadlines
- Delegate responsibilities
- Assign to responsible members
- Involve as many as possible
- People follow by being led not told



Committees/Task Forces/Teams

- Do not agree to be a part of team, taskforce or committee for recognition
- Commit to the task/charge assigned
- Determine action/charge assigned
- Define your role and assignment
- Clarify any questions with chair
- Determine deadline for assignment
- Develop plan of action for completing assignment



Members Responsibilities

- Understand charge and assignments; if not clarify with chair
- Complete assignments by deadlines
- Notify chair if possible problem;
- If not working, notify chair
- Give honest open communication to chair
- Put goal of committee above personal goal



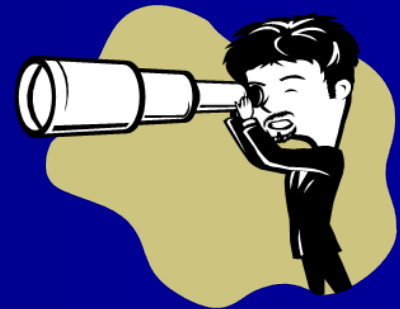
Committees/Functions

- Committee: group designated to accomplish desired objective
- Should have established charge/goal, time frame, budget (if needed)



MEMBERSHIP

- Probably one of the most important committees
- Charge:
 - Recruit new members
 - Retain current membership
 - Distribute membership literature at meetings and educational sessions
 - Follow up on potential members



Continuing Education

- Plan, Implement, Education Sessions for year
- Obtain speakers of interest to members
- Poll members for education topics
- Publicize meetings- fliers, email, brochures, newsletters



Bylaws

- Rules of operation-guidelines
- Keep bylaws updated with AAMA changes
- Submit for approval at deadline
- Ensure every member has a copy or make available on website



Hospitality

- Charge: Be hospitable to new members/guests
- Introduce
- Answer any questions
- Guide
- Follow up with call/note



Budget & Finance

- Ensure fiscal stability of society/chapter
- Develop operating budget
- Audit treasurer's books



Communications

- Newsletters, fliers, emails, phone committee, faxes, postcards etc
- Some means of communicating with your members – reminders of meetings, education seminars, etc



BE

KNOW

DO

- Be a professional. Be loyal to the organization; Perform selfless service; Take responsibility
- Be a professional who possess good character traits (honesty, competence, candor, commitment, integrity, courage, straightforwardness,
- imagination

KNOW

- Know the four factors of leadership: follower, leader, communication, situation
- Know yourself-strengths/weakness
- Know human nature-needs, emotions and how people respond
- Know your job-
- Be proficient and able to train others in their tasks

KNOW

- Know your organization
- Your resources for help
- Its climate and culture
- Know the AAMA toll free number for help
- Know your previous officers

DO

- Do provide direction
 - Goal setting, problem solving
 - Decision making
 - Planning

DO

- Do implement

Examples:

Communicating

Coordinating

Supervising

Evaluating

DO

- Motivate-

Volunteers will accomplish the desired goals if motivated!

Join the Corps

- We hope you do !
- Remember, the quality of your chapter and/or state depends on your leaders.

Want your state or chapter to be a winning organization?

- Winning is about leadership
- Winning organizations have leaders at all levels
- Producing those leaders is what separates winners from losers.
- BE A WINNER!

