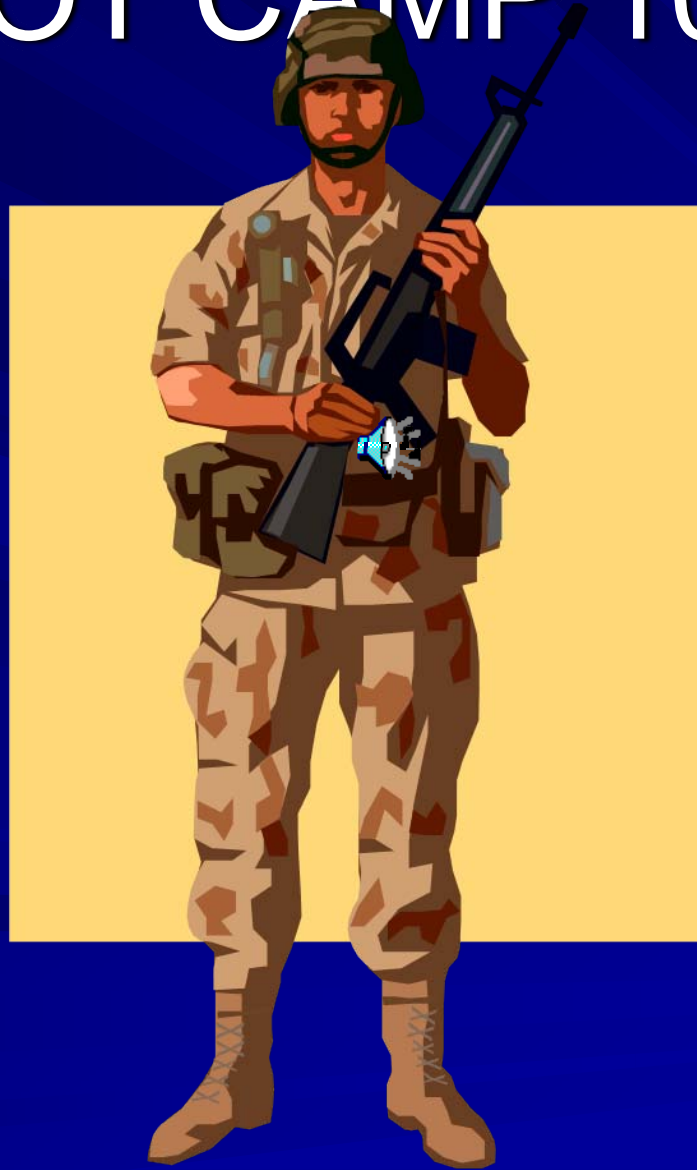


# LEADERSHIP BOOT CAMP 101



G. Cartee, CMA

# Objectives

- Review qualifications for state officers
- Define responsibilities/duties of state/chapter officers
- Review responsibilities of standing committee chairs and members
- Review board member/delegate – state/national responsibilities
- Review parliamentary procedures, agenda preparations,

# Have you Joined the **CORP**?

- C Committed
- O Oriented/  
Organized
- R Responsible
- P Professionals



# **SURVIVAL KIT**

**AAMA BYLAWS, STATE BYLAWS, LOCAL BYLAWS**

**ROBERT'S RULES OF ORDER**

**POLICY AND PROCEDURE MANUAL/STANDING  
RULES**

**PREVIOUS MINUTES**

**BUDGETS/FINANCIAL REPORTS**

**SECRETARY'S ROLL**





# LEADERSHIP ESSENTIAL TRAITS

- Interest and understanding of objectives and goals of organization
- Ability to inspire others to work with and for organization
- Knowledge of parliamentary procedure and ability to put in place
- Must be familiar with bylaws and any other rules of organization

# Essential Traits

- Self Confidence, poise and self control
- Common sense, tact and courtesy
- Ability to think clearly, treat fairly
- Be firm and impartial
- Sense of humor



# The Essence of Leadership

## ■ Is Simple

- It is to motivate people to perform to their maximum potential to achieve goals or the objectives that you set.
- Your ability to motivate people to perform to their maximum is independent of good deals or working conditions
- Winning organizations have leaders at all levels.
- Producing those leaders is what separates winners from losers.

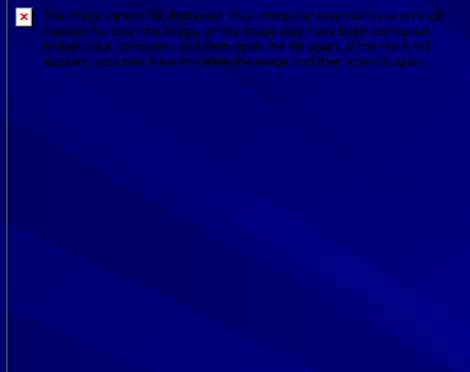
# Tips for Beginning Leadership Journey

- **Invest** time with members
- **Help** each person find their place of greatest contribution, then mold these individuals into a strong team
- **Challenge** the members to master difficult situations
- **Focus** on the things that make each one reach for something you know is within their grasp
- **Require** intellectual honesty starting with yourself. Practice it with your cmtee or team

- **Keep** the skids on your tongue
- **Praise** work well done regardless of who did it
- **Keep** an open mind on all debatable questions. Discuss but don't argue
- **Respect** feelings of others
- **Develop** a thick hide. Ignore destructive remarks or personal attacks



# MORE THAN WORDS



55% BODY LANGUAGE

38 % VOCAL CUES

7% WORDS



# The Art of Presiding



## ■ **Preside**

Means to sit or stand before

Occupy the place of authority-  
guidance

Facilitator

Mentor and helper of the  
Organization

# GAVEL



G

Gracious Always

A

Amicable to All

V

Versatile In Manner

E

Enthusiastic about plans/projects

L

Legal by knowing the laws and loyal  
in speech and deed

# Use of



Call to order – **One** Rap Only

**Breeches** in order – by Members

**Adjourn** Meeting – if desired

# Procedures of Presiding Officer

- Reporting to assembly
  - (verbal or written)
  - Avoid I
  - Speak of self in third person
  - Your President Reports.....
  - This officer reports.....

# Procedures of Presiding Officer

## ■ STAND

- When calling assembly to order
- Declaring Adjournment
- Putting a Question to Vote
- Respond to parliamentary inquiry or point of information

# Goals of Parliamentary Procedure

- Business meetings should be devoted to business
- All meetings should be orderly
- Rules should be adopted
- Present one subject for consideration to the assembly at one time
- Members should feel free to express views without fear or reprisal
- Avoidance of personalities in debate





# Goals of Parliamentary Procedure

- Alternate between opposite points of view in assignment of the floor
- Confinement of debate to the merits of pending question
- Decision should be made by votes on clearly stated proposals
- Always call for the negative vote
- Accomplish objectives of meeting

# Power of the Meeting is in the Hands of the Voting Members

- Parliamentary law rules are based on a regard for the rights:
  - Of the **Majority**
  - Of the **Minority**
  - Of the **Individual Members**
  - Of **Absentees** and
  - Of **All** These Together

# Basic Principals of Decision

- **Courtesy to All**
- **Justice to All**
- **One Thing at a Time**
- **The rule of the Majority**
- **Partiality to None**

**Silence** gives consent. Those who do not agree when the vote is taken agree, by their , **silence** to allow the decision to be made by those who do vote. No One can be forced to vote or be deprived of a voting privilege.

EVERY VOTE COUNTS  
CAST YOUR BALLOT



# MRS SUN



GAP

# MRS SUN

- MINUTES
- REPORTS
- STANDING COMMITTEES
- SPECIAL COMMITTEES
- UNFINISHED BUSINESS
- NEW BUSINESS





# Recognition

- Members claim floor by addressing chair
- Chair must recognize member
- Chair should put to vote questions
- Announce the result of each vote
- Mandate terminology “I Move” to institute motion
- Obtain second to open discussion

# Presiding Protocol

- State the question: It has been moved and seconded to:
- Are you ready for the question- Members have right to speak in debate
- Chair puts question to membership
- Give Method- Raise hand, say aye, stand, etc.  
( Probably the most common mistake)
- Chair must call for opposing voice-Do not say by like sign
- Announce result of vote- Motion carried
- Motion Failed

# VOTING RIGHTS

- Chair May Vote
- To break or cause a tie
- On a ballot vote
- If vote is by roll call, chair votes Last

# Presiding Officer Privileges

- President has duty of presiding – Not deciding
- President may follow or disregard parliamentary advice
- President may be granted other duties or privileges in bylaws
- May appoint committees, be ex-officio of committees

# Presiding Officer Privileges

- May explain reasons for discussion or appeal
- May vote on any issue the members can
- May preside during nomination and election events and vote
- May vote for yourself
- Call on VP to preside at any time
- Debate motions provided you surrender chair



# Responsibilities President Chapter

President shall send list of new officers to state officers and national office

President is ex-officio of all committees except nominating (bylaws)

President shall either appoint or send chapter reports to state publication

President shall monitor her committee's accomplishments

President shall meet all deadlines

President shall see that awards entries to state are sent by deadline dates

Prepare credential cards for chapter delegates to state

Shall in conjunction with Exec Cmtee set goals for year



# State President

Shall prepare and send agenda for all board meetings 30 days prior to meeting

Shall purchase gift for national president (optional)

Shall monitor committee work

Shall send names/addresses of new officers and cmtees to national office

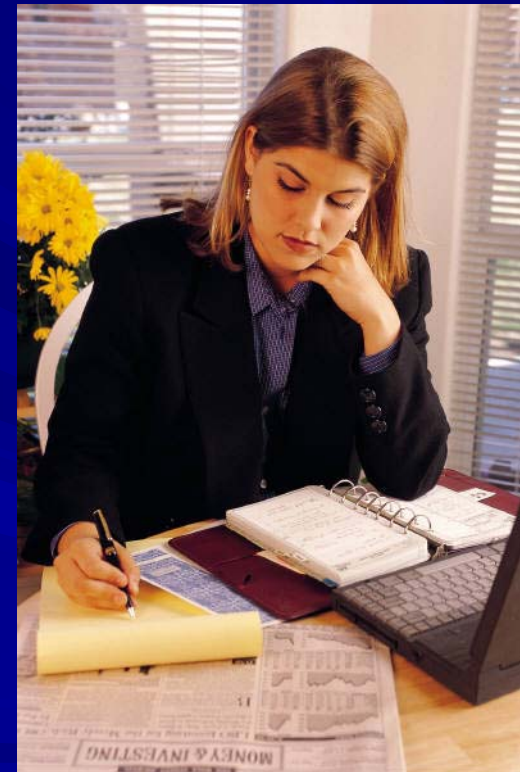
Shall meet with committees and set goals for year

Share national correspondence with chapters

Prepare credential cards for delegates to national

# Anyone Can Be Secretary

- True or False?
- Minutes are the official record of the proceedings, reports and decisions of the organization.
- Courts give weight to minutes as evidence
- Auditors depend on them for proof of authorization for expenditures
- Secretary is the CUSTODIAN of minutes



# Access to Minutes

- Open to members at a reasonable time and place
- Board Proceedings – usually accessible only to members of board unless board grants permission to member to inspect
- Policy and procedure manuals may have policies on this

# Do's and Don'ts

- Do prepare minutes promptly after meeting
- Do record a full report of all votes cast if an election takes place
- Do record the number of votes on each side when a count has been ordered
- Do record the number of votes on each side when a 2/3's vote is taken







Do record the names of those voting on each side and those answering present when a roll call vote has been ordered

Do record the names of new members and those who resign or forfeit membership

Do give the name and subject of the speaker for the program. No

**Comments.**



Do sign the minutes. If published both president and secretary should sign.

Don't record the name of the person seconding the motion (unless ordered by assembly or bylaws)

Don't use respectfully submitted before the signature.

Don't record discussion unless ordered by assembly.



# Duties of the Secretary

- Attend all meetings
- Bring minutes, membership lists, copy of bylaws and other governing documents to mntg. (standing rules, balloting paper, list of committees etc.)
- Record what was done not what was said or your opinion
- At a reasonable time and place make minutes available to members

# Duties of Secretary

- Keep on file all committee reports
- Be the custodian of the records
- Read recommendations of executive board to BOD and/or read recommendations of BOD to assembly
- Read official correspondence
- Notify members whether present or absent of appointments

# Duties of Secretary

- Furnish necessary documents to committees for their work
- Conduct general correspondence of organization unless otherwise assigned
- Sign all certified acts of organization
- If Pres. And V-P are absent, call meeting to order and select a chairman pro tem
- Provide presiding officer prior to meeting with an agenda for the meeting with all known matters in advance that should be on the agenda and a copy of previous minutes

# Content of Minutes

## ■ First Paragraph

- Kind of meeting
- Name of society or assembly
- Date and time of meeting and place
- The fact that regular president and sec were present, or in their absence the name of their substitutes
- Whether the minutes of previous mtg were read and approved as read or corrected; - the date of that meeting being given if it was other than a regular business meeting



# Body of Minutes

- Should contain a separate paragraph for each subject covered
- Record all main motions (except those withdrawn)
  - The wording in which each motion was adopted or disposed of including all adhering secondary motions that were pending at time
  - Secondary motions that were lost or withdrawn in cases where necessary to record them for clarity

# Body of Minutes

- All points of order and appeals whether sustained or lost, together with the reasons given by the chair for his/her ruling
- The last paragraph of the body of minutes should state the hour of adjournment



# Duties of Treasurer



Collect and deposit funds of the organization

Disburse funds only as authorized

Prepare a written report for each meeting. Have routine audits

Prepare periodic comparative statements

Serve on the  budget committee

File all applicable tax forms

Prepare financial statement for auditor; Prepare budget

Require vouchers for disbursement

Arrange transfer of funds to successor

# MAKING A BUDGET

- Determine projected income/revenue
- Determine projected expenses by category  
seek input from chairmen
- Determine any interest
- Determine any expected charges
- $\text{Income} - \text{Expenses} - \text{charges} + \text{interest} =$   
Profit



# PROVERB

- Unless you have a reserve to draw from
- Expenses SHOULD NOT exceed expected income/revenue



# WRITING REPORTS



Do not put on letterhead stationery

Report should be line numbered, single spaced, 12 point font

Title of organization should be centered

Name of report being submitted should be centered as well as the period for which the report is submitted.

Body of report should list accomplishments

Report should be submitted in the name of the chair and the members should be listed following that.

Copies should be sent to all members of cmtee, team, etc.

# SC Society of Medical Assistants

## Report of the Nominating Committee

For the Period Ending

March, 2003

Body of report.....

Report should be written in third party

Glenda C. Cartee, CMA (line numbering should be present)

Chair

Members

Jane Doe

Julie Long

# Board Members

- Be able to serve at times appointed
- Attend all meetings
- Obtain agenda before meeting
- Send written reports prior to meeting
- Advise presiding officer when you can't be present – advise alternate to serve in your absence
- Complete any assignments obtained
- Do written report of board actions to chapter



# Committee Chairs

- Be able to lead people
- Determine from officers your charge/responsibility
- Obtain committee members names/addresses
- Notify committee of charge and assignments
- Be sure all members understand their charge
- Report to board of directors as appropriate
- Complete assignments by deadline
- Monitor Members actions/accomplishments

# Committee Members

- Be sure you understand charge of cmtee
- Be sure you understand your assignment
- Be sure chairman has your name/address
- Complete assignment by deadline
- Report findings to chair of cmtee
- If you are unsure of your job, ASK
- If unable to fulfill assignment, notify chair

# Delegates to State/National

- Be able to serve in times appointed
- Have dues paid on time
- Review delegates packet- Mark questions
- Consult with your chapter or state regarding issues presented
- Be sure you have your delegates credentials with you at meeting
- Check in at appropriate times
- Attend all Bd Meetings/Reference Cmtee & HOD

# CORP RECRUITS

TOMORROW  
YESTERDAY IS NOT OURS TO RECOVER  
BUT  
TOMORROW IS OURS TO WIN OR LOSE.  
LYNDON B. JOHNSON



# RECRUITS

■ R  
■ E  
■ C  
■ R  
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■ I  
■ T  
■ S

