Don’t be a Martyr: Steps to Avoid Single-Handed Successes

Katherine Rogers

To view the slides, go to: www.bit.ly/LC16Repository and search for: LEAD16B04
Faculty Disclosure

• Faculty Name: Katherine Rogers
• Conflicts of Interest: None
• Employer: Sigma Theta Tau International
• Sponsorship/Commercial Support: None
Objectives

• Discover how to be a good leader without taking on too much extra work

• Learn how to develop the skills and talents of potential leaders by effectively delegating tasks to them
Your Mission & Values

Strategic Plan

Communication

Community and Member Involvement

Pride & Publicity

Volunteer to Lead

Retention & Recruitment
What makes them great leaders?

• They are confident in their skills and committed to their mission.

• They know how to communicate clearly with teammates and colleagues, as well as the general public.

• They develop the leadership skills of other people.

• They know how to effectively delegate tasks to other people.
Even "Super You" needs help and support. There is no shame in asking for assistance. Push aside the pride and show respect for the talent others can bring to the table.

And, remember that there is no such thing as a single-handed success: when you include and acknowledge all those in your corner, you propel yourself, your teammates and your supporters to greater heights.

– Author Unknown
If you are chapter president, what items can you delegate?

• Proposing date and time options for the Annual Business Meeting

• Reserving space for meetings

• Adding board of directors meetings and business meeting information to the chapter website
Group Activity
Clarity of Objective

• What EXACTLY needs to be done? (Is the assignment as clear as it needs to be?)

• Example: Make a house
  o Am I drawing it on the paper?
  o Am I folding the paper to make a house shape?
  o Am I allowed to rip the paper to create a house out of several pieces of paper?
Clarity of Responsibility

- Whose assignment is it?
- Who does what?
- Without a clear project lead, you can create further confusion and frustration.
Clarity of Time
Clarity of Communication

• Be clear and concise – If you have a clear vision for the desired outcome, don’t leave anything open to interpretation.

• Offer to be available if additional direction is needed.
“Update the Website”
Clarity of Objective

• What on the website needs to be updated? Write down a list of what you’re looking for:
  o Discussion posts – What is the discussion? Do I need to encourage others to reply to it, or are you going to do that?
  o Library entries – Newsletter, meeting minutes, journal article, conference video, induction photos, chapter bylaws, PowerPoint presentation?
  o Chapter events – What event? Where can I find the details?
  o Chapter news – What item is newsworthy?
Clarity of Responsibility

• Who is actually taking on the responsibility of posting the content?
• Who will they ask for help if they need details?
  o Discussion posts – The secretary can post a conversation for members, such as “What would you be if you weren't a nurse?” The webmaster should be one of the first to reply to the question.
  o Library entries – The vice president needs to post the video from the recent program. Send the link to the secretary, who will communicate it to members.
  o Chapter events – The chair of the program planning committee will provide the details of the next chapter program to the webmaster.
  o Chapter news – The newsletter editor will post the recent chapter news. Ask the webmaster for help, if needed.
Clarity of Time

• Broken down by task (5 minutes each)

• Broken down by overall project (30 minutes)

• Broken down by entire volunteer position (2 hours per month, for one year)

• If you don’t know how much time it will take, be honest. Ask that person to let you know how much time it takes, so you’ll know for next time.
Clarity of Communication

“I’m going to ask several of you to update some components on the chapter website. I’ll read through each of those listed responsibilities here in a minute. It should take each of you about five minutes to complete these actions. Let the webmaster know if you have any technical questions about how to use the site. Let me know if you have any questions about the content I’m asking you to add to the site.”
Additional Tips
Write clear job descriptions for every volunteer

Our Publicity Committee takes information from chapter leaders and works to create a buzz around the chapter and the membership experience. This committee needs about 2 hours of your time each month, and it is a one-year commitment.

What qualities should people have to serve on this committee?

- They are good communicators who can clearly articulate and convey the value of your chapter to nonmembers and non-nurses.
- They are familiar with social networking sites such as Facebook, LinkedIn, or Twitter.
- They are willing to learn and adhere to organizational brand guidelines.
Reward Excellence
Recognition Builds Pride

• A person who is proud of their experience will desire a continued success of that group/organization

• Proud people want to share their experience with friends and family - Resulting in future leaders and members

• Proud people will forgive faults a lot faster than those who are already upset with their experience
Where can you recognize volunteers?

• Recognize volunteers that go above and beyond the call of duty
  o Volunteer gifts at major events
  o LinkedIn endorsements and recommendations
  o Personal thank-you notes

• Recognize ALL volunteers for their time and service
  o Annual Award Ceremony
  o Quarterly gift card drawings
Have fun!

Try icebreakers before each meeting to get to know each other better
References

