

Chairperson Key to Success



Today you Take Away from Today

1. Effective Meetings
2. The role of the Chairperson/Vice chairperson
3. Agendas & Minutes
4. Leadership Qualities
5. Future proofing your success

The Key to a Successful Society

A well-organised committee

Effective meetings

Active empowered membership

Good communication

Well-planned events.

‘A Well-run Societies establish a line of continuity and has a high demand for membership.

If you organise well, you will succeed’

Meetings Matter



Types of Meetings

- AGM
- EGM
- Committee

Formal V Informal

AGM

- Held at the end of Semester 2
- Democratically elect your committee
- Changes to the constitution are raised and agreed.
- Present a secretary's report and a treasurer's report
- ✓ Check your constitution for specific AGM regulations
- ✓ Give one weeks notice of the AGM.
- ✓ Publicise to all members (posters, email, websites)

After:

- After the AGM inform the Societies Officer of new committee members and their contact details
- Make sure any new members' details are included on the website / Facebook
- Provide an updated constitution.

EGM

- An EGM may be held at any time of the year.
- If you have held an AGM at the end of semester 2 of the previous academic year and you have not filled all the positions on your committee you will need to hold an EGM in September, (preferably after Societies day) to fill the vacant posts
- It is advisable to advertise the EGM with date & venue on your table on Societies day.
- Attendance is open to all members of the society.
- Usually one weeks notice is required (Check your individual constitution)
- The Agenda is at the discretion of the committee.
- Changes to constitutions may be made at an EGM

What is the Role of the Chairperson?



Role of the Chairperson 1

- To take the lead in the organisation & management of the society
- To chair & give direction during society meetings
- To co-ordinate agendas with the secretary & ensure these are followed at meetings
- To ensure the articles of the society's constitution are upheld

Role of the Chairperson 2

- To delegate & follow up on tasks agreed at society meetings
- To ensure there is full participation, all relevant matters are discussed & that effective decisions are made & carried out
- To act as focal point for relevant concerns of members
- To ensure the finances of the society are conducted appropriately

Role of the Chairperson 3

- Designing and implementing the budget and programme of events for the year with the committee.
- Liaison with Societies Administration Societies board and other Societies
- Ensuring continuity for the Society by organising next year's stand and AGM

Vice Chairperson

The vice chair assumes the duties of the Chairperson in their absence and is often in training to take over the Chairperson role the following year.

Other specific duties or projects as decided by the committee

Chairing Skills

- Involve the Committee (do not use)
- Make sure everyone can take part.
- Facilitate clear decision making.
- Know and Follow the rules.

EXERCISE



dreamstime.com

Manage your Meetings

- Work closely with your secretary
- Help prepare agendas
- Check minutes before they are circulated

Meeting Agenda

‘The agenda is a roadmap for the meeting.

It lets participants know where they're headed so they don't get off track.

Most importantly, the meeting agenda gives a sense of purpose and direction to the meeting.’

Creating a Meeting Agenda

All agendas should list the following:

1. Meeting start time, end time & location
2. Matters Arising (Refer to the previous minutes when drafting these)
3. Topic headings (Include some topic detail for each heading)
4. Attach any additional material which it would be advantageous for the committee to read before the meeting - this can save considerable time.

Creating a Meeting Agenda

- A good agenda will help you to understand the objectives of the meeting, which will help you to know what is important to include in the minutes.
- Prepare the agenda after discussion with the Chairperson and any other key participants.
- Distribute the agenda and additional material prior to the meeting so members will be prepared and feel involved and up-to-date.

Before the Meeting

- Define the purpose of the meeting.
- Choose an appropriate meeting time. Set a time limit and stick to it, if possible.
- If possible, arrange the room so that members face each other, i.e., a circle or semi-circle. For large groups, try U-shaped rows.
- Choose a location suitable to your group's size.
- Be sure everyone knows where and when the next meeting will be held.

What to Bring to the Meeting

- The meeting agenda & all background information/supplementary material
- A prepared outline with all of the topics written, leaving white space, in order to record the proceedings. (Template available)
- An attendance sheet.
- Copy of minutes from the last meeting.
- Any correspondence received by the society

The Minute test

Meeting Minutes

The purpose of meeting minutes is to provide:

- A summary of the meeting's activities
- A method of conveying information to people who were unable to attend the meeting
- A record of decisions and expected future actions
- An historical background for the decisions and the rationale behind them.
- At the meeting chair and the secretary should sit next to each other so that they can confer and clarify points for the minutes.

What to record in the minutes

- List of those present at the meeting. This is important to establish if a quorum is present. (Including those who arrive late and those who leave).
- All pros and cons of a discussion
- New information
- All motions (passed and defeated), exactly as they have been stated
- Every action taken & an expected action
- Include each line of business referenced in the agenda even if it is only one sentence

Useful phrases

When everyone is essentially saying the same thing for a long time:

- *After a lengthy discussion the consensus was....*

When the discussion lasted for a very long time:

- *After much debate.....*
- *Having explored all the issues it was decided.....*

Recording Motions

- Motions need to be recorded properly. A motion is a presentation of an idea to a meeting for discussion. It must have a proposer and a seconder and then must be passed by a vote.
- It is a good idea to have motions written out beforehand and presented to the meeting participants on an overhead.
- It is important to record these motions in the minutes exactly as they have been stated. It is also important to document in the minutes “It was moved by ..., seconded by ... and carried that ...”

Do not record

- Speaker's experiences, Personal comments
- Old material, Redundant information, Withdrawn motions
- Many minutes do not record individual speakers unless the individual speaker requests that their comments be recorded) but concentrate on topics, decisions and plans of action attributing to the individual the course of action which they have agreed to undertake. This appears as matters arising at the next meeting.
- Verbatim transcripts are very unusual and do not facilitate efficient management or action.

| MEETING ACTION LIST TEMPLATE | | | |
|------------------------------|-----------------|----------------|----------|
| Meeting Title: | | Location: | Date: |
| Agenda Item | Action required | Responsibility | Deadline |
| | | | |
| | | | |
| | | | |
| Agenda Item | Action required | Responsibility | Deadline |

After the Meeting

- The secretary must prepare a draft of the minutes and consult the Chairperson for approval.
- Have your own notes to check against
- Once approved circulate to all the committee
(can be useful to up load to a shared Google file)
- Arrange for either you or the secretary to send a reminder notice of each decision requiring action to the relevant person; this can be done by telephone, or by an 'action list' with the relevant action for each person duly marked in the minutes.

Auditor Skills

To Lead or to manage that is
the Question?



Remember the difference
between a
boss and a leader;
a boss says "Go!"
a leader says "Let's go!"

-E.M. Kelly

Leadership Skills

- Provide inspiration and motivation to the Team.
- A leader makes the Team feel empowered
- A leader must have Trust in their fellow Committee members.
- Commit themselves fully to the job without taking on other committee members responsibilities
- A leader is one component of the team

Exercise 1

What makes a good leader?

In small groups

Identify one Leader you all admire

Identify 5 of their leadership qualities

The Top 10 Leadership Qualities

Leadership can be defined as one's ability to get others to willingly follow. Every organization needs leaders at every level. Leaders can be found and nurtured if you look for the following character traits.

A Good Leader Must have

1. **Clear Vision** & the discipline to work toward it.
2. **Integrity**
3. **Honest dealings**, predictable reactions, well-controlled emotions, and an absence of tantrums.
4. **Dedication** and inspires dedication by example,
5. **Magnanimity** means giving credit where it is due
6. **Openness** means being able to listen to new ideas,

The Top 10 Leadership Qualities

7. **Creativity** is the ability to think differently, to get outside of the box that constrains solutions. Creativity gives leaders the ability to see things that others have not seen and thus lead followers in new directions. The most important question that a leader can ask is, “What if ... ?” Possibly the worst thing a leader can say is, “I know this is a dumb question ... ”

8. **Fairness** means dealing with others consistently and justly.

9. **Assertiveness** the ability to clearly state what one expects so that there will be no misunderstandings and the responsibility to clearly understand what followers expect from their leader.

10. A **sense of humor**

Intrinsic traits such as intelligence, good looks, height and so on are not necessary to become a leader. Anyone can cultivate the proper leadership traits.

LEADERSHIP STYLES?

- 1. Autocratic leadership**
- 2. Bureaucratic leadership**
- 3. Charismatic leadership**
- 4. Democratic leadership or participative leadership**
- 5. Laissez-faire leadership**
- 6. People-oriented leadership or relations-oriented leadership**
- 7. Servant leadership**
- 8. Task-Oriented leadership**
- 9. Transactional leadership**
- 10. Transformational leadership**

Exercise 2

Take the
Leadership
Test

Know your self

Exercise

Take the Leadership Test

<http://www.nadasisland.com>

| Characteristics of Effective Team Leaders | Do Already | Needs Work | Very challenging |
|--|------------|------------|------------------|
| 1. Communicate, Communicate, Communicate. | | | |
| 2. Are open, honest, and fair => Inspire Trust | | | |
| 3. Make decisions with input from others. | | | |
| 4. Act consistently. | | | |
| 5. Give the team members the information they need to do their jobs. | | | |
| 6. Set SMART goals and emphasize them. | | | |
| SMART goals = <u>S</u> pecific <u>M</u> easurable <u>A</u> chievable <u>R</u> ealistic <u>T</u> ime-phased | | | |
| 7. Keep focused through follow-up. | | | |
| 8. Listen to feedback and ask questions. | | | |
| 9. Show loyalty to the school and to the team members. | | | |
| 10. Create an atmosphere of growth; show high expectations; set high standards. | | | |
| 11. Have wide visibility, have a Vision | | | |
| 12. Give praise and recognition; reward team success. | | | |
| 13. Criticize constructively and address problems. | | | |
| 14. Develop plans. | | | |
| 15. Share their mission and goals. | | | |
| 16. Display tolerance and flexibility. | | | |
| 17. Demonstrate assertiveness. | | | |
| 18. Exhibit a willingness to change. | | | |
| 19. Treat team members with respect. | | | |
| 20. Make themselves available and accessible. | | | |
| 21. Want to take charge. | | | |
| 22. Accept ownership for team decisions. | | | |
| 23. Set guidelines for how team members are to treat one another. | | | |
| 24. Represent the team and fight a "good fight" when appropriate. | | | |
| 25. Have a sense of humor. | | | |
| 26. Know how to motivate team members. | | | |
| Total | | | |

Develop the Dream Team



Successful teams need:

- Common goals
- High targets
- Leadership
- Interaction / involvement of all members
- Maintenance of individual's self-esteem
- Open communication
- Decision-making power

Remember: *no one person is central. Everyone's role is of equal importance...*

...but not necessarily of equal precedence.

Motivating a Team

To help motivate your team:

- Create a relaxed atmosphere.
- Be available for discussion and follow up on it.
- Be in touch and aware of all activities.
- Lead by example
- Be consistent and fair
- Demand and instil high standards.
- Give praise when merited & constructive feedback

The Vital Ingredients

A successful team is a group of people who have:

1. Good communication
2. Different backgrounds, skills & abilities
3. A shared sense of mission
4. Clearly identified goals

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Communication

Good communication involves

- Being able to structure & transmit a message...
- ...so that another can easily understand & accept it.

To do this:

- Make sure your message is clear
- Pick a time when others are feeling receptive
- Be aware of both verbal & non-verbal expression

Types of Communication

Breakdown of communication

(% of what is interpreted by recipient)

Words 10%

Tone 25%

Body language 65%

Non-Verbal

- Tone
- Expression
- Body Language

Verbal

- Oral
- Written

Communication Styles

High

**D
I
R
E
C
T
N
E
S
S**

Openly Aggressive

I am direct in expressing **MY** needs, wants & opinions;
I give no thought to others.

I WIN, YOU LOSE

Assertive

I express clearly **MY** needs, wants & opinions in a way which is considerate of others.

I WIN, YOU WIN

Passive Aggressive

I ensure indirectly that everyone knows my needs, wants & opinions & understand they take precedence.

I LOSE, YOU LOSE

Passive

I do not express my needs, wants & opinions directly.
I put others' needs above my own.

I LOSE, YOU WIN

Low

Low

High

The Vital Ingredients

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Know your team

Useful Exercises / Questions to ask to do at your first meeting:

1. What are your teams members default mode?
1. What skills do they bring to the table?
2. What do they personally hope to learn/gain from their year on the committee?

Do not assume you are all on the same page

Exercise 3



Teams need balance



People can change roles depending on the team they are in

TDI - Direction of Energy

- Extrovert (E)
 - external
 - breadth
 - people, things
 - interaction
 - action
 - do - think- do
- Introvert (I)
 - internal
 - depth
 - ideas, thoughts
 - concentration
 - reflection
 - think - to - do.

How do E and I respond/behave in work situations?

In work situations....

Extroversion

- Like variety and action
- Often good at greeting people
- Often impatient with long, slow jobs
- Often do not mind interruptions
- Act quickly, sometimes without thinking
- Like to have people around.
- Communicate freely

Introversion

- Like quiet for concentration
- Tend to be careful with details
- Tend not to mind working alone
- Dislike interruptions
- Like to think a lot before they act
- Have some problems communication – it's all in their heads

Exercise Sensing/Intuitive

What do you see?



TDI - Taking in Information

- Sensing (S)
 - the 5 senses
 - practical
 - present
 - facts
 - using established skills
 - step by step
- Intuition (N)
 - 6th sense
 - theoretical
 - future
 - insights
 - learning new skills
 - jump from one issue to another

How do S and N respond/behave in work situations?

In work situations....

Sensing

- Like focusing on the here and now
- Rely on standard ways to solve problems
- Like an established way of doing things
- Reach a conclusion step by step
- Patient with routine details
- Seldom make factual errors
- Good at precise work
- Create something new by adapting something that exists.

Intuition

- Like focusing on the future
- Like solving new problems
- Dislike doing the same thing repeatedly
- Reach an understanding quickly
- Frequently make errors of fact, preferring the big picture
- Dislike taking time for precision
- Create something new through personal insight

TDI - Deciding

- Thinking (T)
 - Head
 - Logical system
 - objective
 - justice
 - principles
 - firm but fair
- Feeling (F)
 - heart
 - value system
 - subjective
 - mercy
 - harmony
 - compassionate

How do T and F respond/behave in work situations?

In work situations....

Thinking

- Like analysis and putting things in order
- Can get along without harmony
- Tend to be firm minded
- May hurt peoples feelings without knowing it
- Are able to reprimand people impersonally, although they may not like doing it
- Analytically oriented – respond more easily to peoples thoughts

Feeling

- Like harmony
- Efficiency disputed by office feuds
- Tend to be sympathetic
- Tend to be aware of other people and their feelings
- Enjoy pleasing people
- Dislike/avoid telling people unpleasant things
- People oriented, respond more easily to peoples values

TDI - Orientation to outside world

- Judgement (J)
 - planning
 - regulate
 - control
 - settled
 - set goals
 - decisive
 - organised
- Perception (P)
 - spontaneous
 - flow
 - adapt
 - tentative
 - get data
 - open
 - flexible

How do J and P respond/behave in work situations?

IF YOU AGREE WITH THE STATEMENT

I MUST FINISH MY
WORK BEFORE I PLAY

I CAN PLAY
ANYTIME



In work situations....

Judging

- Work best when they can plan their work and follow the plan
- Like to get things settled and finished
- May decide things too quickly
- Dislike interrupting a project for a more urgent one.
- May not notice new things that need to be done – focused on completing current task
- Tend to be satisfied once they reach a judgement

Perceiving

- Adapt well to changing situations
- Prefer leaving things open for alterations
- May unduly postpone decisions
- May start many projects and have difficulty finishing them
- May postpone unpleasant jobs while finding other things more interesting
- Tend to be curious and welcome a new light on a thing, situation or person.

What is your personality type?

ISTJ Inspector

Quiet, serious, earn success by thoroughness and dependability. Practical, matter-of-fact, realistic, and responsible. Decide logically what should be done and work toward it steadily, regardless of distractions. Take pleasure in making everything orderly and organized - their work, their home, their life. Value traditions and loyalty.

ISFJ Protector

Quiet, friendly, responsible, and conscientious. Committed and steady in meeting their obligations. Thorough, painstaking, and accurate. Loyal, considerate, notice and remember specifics about people who are important to them, concerned with how others feel. Strive to create an orderly and harmonious environment at work and at home.

INFJ Guides

Seek meaning and connection in ideas, relationships, and material possessions. Want to understand what motivates people and are insightful about others. Conscientious and committed to their firm values. Develop a clear vision about how best to serve the common good. Organized and decisive in implementing their vision.

INTJ Investigator

Have original minds and great drive for implementing their ideas and achieving their goals. Quickly see patterns in external events and develop long-range explanatory perspectives. When committed, organize a job and carry it through. Skeptical and independent, have high

ISTP Surveyors

Tolerant and flexible, quiet observers until a problem appears, then act quickly to find workable solutions. Analyze what makes things work and readily get through large amounts of data to isolate the core of practical problems. Interested in cause and effect, organize facts using logical principles, value efficiency.

ISFP Supporters

Quiet, friendly, sensitive, and kind. Enjoy the present moment, what's going on around them. Like to have their own space and to work within their own time frame. Loyal and committed to their values and to people who are important to them. Dislike disagreements and conflicts, do not force their opinions or values on others.

INFP Idealists

Idealistic, loyal to their values and to people who are important to them. Want an external life that is congruent with their values. Curious, quick to see possibilities, can be catalysts for implementing ideas. Seek to understand people and to help them fulfill their potential. Adaptable, flexible, and accepting unless a value is threatened.

INTP Architects

Seek to develop logical explanations for everything that interests them. Theoretical and abstract, interested more in ideas than in social interaction. Quiet, contained, flexible, and adaptable. Have unusual ability to focus in depth to solve problems in their area of interest. Skeptical, sometimes

ESTP Trouble Shooter

Flexible and tolerant, they take a pragmatic approach focused on immediate results. Theories and conceptual explanations bore them - they want to act energetically to solve the problem. Focus on the here-and-now, spontaneous, enjoy each moment that they can be active with others. Enjoy material comforts and style. Learn best through doing.

ESFP Engineers

Outgoing, friendly, and accepting. Exuberant lovers of life, people, and material comforts. Enjoy working with others to make things happen. Bring common sense and a realistic approach to their work, and make work fun. Flexible and spontaneous, adapt readily to new people and environments. Learn best by trying a new skill with other people.

ENFP Improvisers

Warmly enthusiastic and imaginative. See life as full of possibilities. Make connections between events and information very quickly, and confidently proceed based on the patterns they see. Want a lot of affirmation from others, and readily give appreciation and support. Spontaneous and flexible, often rely on their ability to improvise and their verbal fluency.

ENTP Catalysts

Quick, ingenious, stimulating, alert, and outspoken. Resourceful in solving new and challenging problems. Adept at generating conceptual possibilities and then analyzing them strategically. Good at reading other people. Bored by routine, will seldom do the same thing the same way. apt to turn to one

ESTJ Co-ordinators

Practical, realistic, matter-of-fact. Decisive, quickly move to implement decisions. Organize projects and people to get things done, focus on getting results in the most efficient way possible. Take care of routine details. Have a clear set of logical standards, systematically follow them and want others to also. Forceful in implementing their plans.

ESFJ Harmonisers

Warmhearted, conscientious, and cooperative. Want harmony in their environment, work with determination to establish it. Like to work with others to complete tasks accurately and on time. Loyal, follow through even in small matters. Notice what others need in their day-by-day lives and try to provide it. Want to be appreciated for who they are and for what they contribute.





ENFJ Advisers

Warm, empathetic, responsive, and responsible. Highly attuned to the emotions, needs, and motivations of others. Find potential in everyone, want to help others fulfill their potential. May act as catalysts for individual and group growth. Loyal, responsive to praise and criticism. Sociable, facilitate others in a group, and provide inspiring leadership.

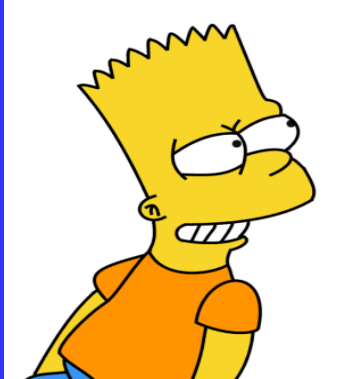



ENTJ Executives

Frank, decisive, assume leadership readily. Quickly see illogical and inefficient procedures and policies, develop and implement comprehensive systems to solve organizational problems. Enjoy long-term planning and goal setting. Usually well informed, well read, enjoy expanding their knowledge and understanding of the world.

Protectors (SJ)

| Type | ESTJ Chief Wigam | ESFJ Ned Flanders | ISTJ Principal Skinner | ISFJ Marge Simpson |
|-----------|--|---|---|--|
| Character |  |  |  |  |
| Strength | Enthusiastic people who are driven to fulfil their obligations and duties. They are committed to relationships which they consider to be lifelong & unalterable – Good in a tight spot | Warm hearted individuals who highly value their relationships. Customer focused with the ability to bring out the best of people. | Honour their commitments, Able to take constructive criticism well | Warm, friendly and affirming by nature, Excellent organizational capabilities |
| Weakness | Tendency to always needing to be in charge and maybe controlling of friends & colleagues. | Can be self-sacrificing and may not pay enough attention to their own needs | Tendency to believe that they're always right, Their value for structure may seem rigid to others | Extreme dislike of conflict and criticism, , Unlikely to express their needs, which may cause pent-up frustrations |

Creators (SP)

| Type | ESTP Bart | ESFP Homer | ISTP Sideshow Bob | ISFP Smithers |
|-----------|---|---|---|--|
| Character |  |  |  |  |
| Strength | They love action and always seem to be doing something. Clear-headed when dealing with emergencies. Enjoy lavishing loved ones with big gifts. good to have on your side, suits corporate life. | Generous & will go out of their way to help a colleagues. Live for the moment & know how to make the most of each moment. | Usually self-confident, are not threatened by conflict or criticism | Flexible and laid-back, usually willing to defer to their mates, Warm, friendly and affirming by nature |
| Weakness | Get bored easily. Enjoys lavishing loved ones with big gifts | Can take conflict personally. Resist relationships that require them to function on a high intuitive or thinking level | They thrive on action and excitement, and may stir things up to create it | Extreme dislike of conflict and criticism, Tendency to hold back their thoughts and feelings, unless drawn out |

Good Exercise Tools for understanding team Dynamics

Take the test at

<http://www.humanmetrics.com/cgi-win/jtypes2.asp>

<http://www.truity.com/view/types>

**Based on Carl Jung's typological theory &
16 Myer's-Briggs Personality Types**

**Google 16 Myer's-Briggs Personality Types to find your
favourite version**

Exercise

The Vital Ingredients

A successful team is a group of people who have:

1. Good communication
2. Different backgrounds, skills & abilities

3. A shared sense of mission

4. Clearly identified goals

A Shared Sense of Mission

Creating the Vision
Your mission Statement



You Mission

- Check your constitution's aims
 - Do they reflect your current society
- Have you any internal or external affiliations
 - if yes are your aims in keeping
- ✓ Must be broad and aspirational
- ✓ Not to be confused with your short or longer term goals

For your mission and vision consider:



Aims & Goals



Values Ethical Responsibility



Decision Making Ethos



Who is your community?



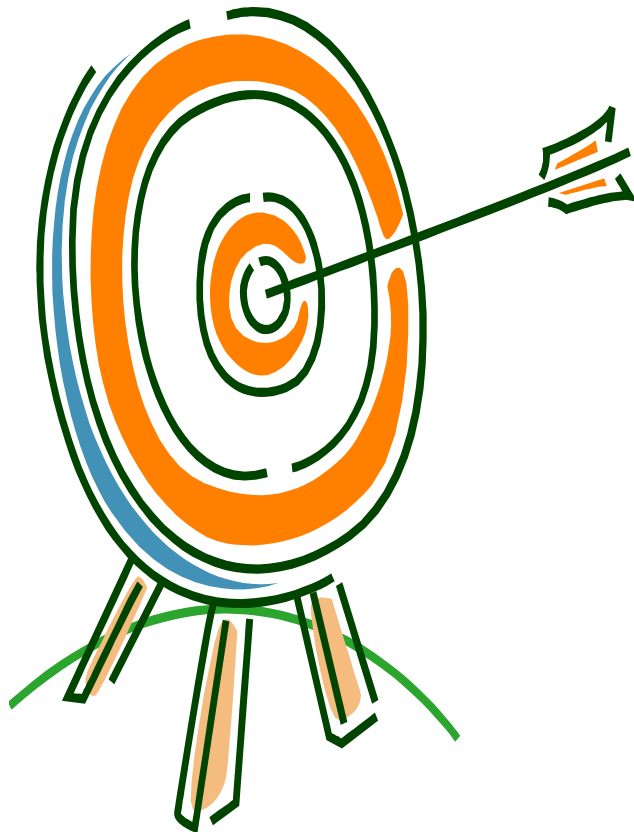
Who are you?

The Vital Ingredients

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Setting goals?



Create S.M.A.R.T. Goals



Some times setting and achieving a small easy goal gets everyone on track.

A Shared Sense of Mission

Creating the Vision
Your mission Statement



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- Check your constitution's aims
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Create S.M.A.R.T. Goals



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Future proofing your Success



At the End of The Year

- Handover Documents
- End of Year report

Hand-over Checklist

Even the most vibrant and active society needs to work hard to ensure continuity from year to year. It would be a shame to let everything your society has achieved this year go to waste.

The transition between committees often causes numerous problems. Successful handovers do take time, but will prove invaluable for coming years and ensure a lasting legacy.

The secretary, should complete the end of year report

The treasurer should present a financial report and should have balanced the books and submitted receipts, the Auditor is responsible for ensuring this is completed. The cheque book should be left at the SocsBox

All equipment must be accounted for and returned to the socsbox for safe keeping, any repairs should be undertaken

Hand over all passwords

Achieving society continuity

Ingredients:

- Happy successful committee working as a team
- Clear attainable goals
- Loyal Engaged members
- Successful events
- Supportive partners
- Enthusiastic new committee
- Good hand over

Future proofing your Success

- Train up your successor
- Have OCM shadow key members
- Democratically elect your new committee
- Ensure only members vote
- Prepare hand over documents
(a shared google drive can be good)
- Hand over all passwords and useful contacts
- Be available for follow up questions

The greatest tribute to a society leader is a strong society with an empowered committee and active members the following year.