

Leadership Responsibilities and Expectations

The following are the guidelines you are expected to follow this year. It should be placed in the front of your leadership notebook.

1. Make this club the priority
2. Maintain a leadership notebook – similar to class notebook
 - a. Have it with you at every meeting
 - b. Take good notes
 - c. Keep copies of everything
 - d. Make copies of things presented for others
 - e. Leave debrief/critique information
 - f. Keep a “to do list”
3. Take ownership of the club
 - a. This is your club
4. Know your positions responsibilities
5. Be responsible
 - a. Keep track of things you are committed to do and then DO THEM!
 - b. Find solutions not excuses!
 - c. Don't blame others
 - d. Notify others of changes in plans
 - e. Delegate tasks
 - i. Keep subordinates accountable
 - ii. Follow up on subordinates
 - iii. Ultimate responsibility is yours
6. Have a positive attitude
 - a. Minimize complaining – seek solutions
 - b. Focus on the only person's behavior that you can improve – YOURS!
 - c. Accept that you will not always get your way
7. Be prompt
8. Lead by example
9. Interact with club members
 - a. Survey interests/opinions
 - b. Host/Hostess attitude at meetings
10. Interact frequently with club sponsors and other leaders
 - a. “Do lunch” once a week
11. Commit to make this the best club it can be
12. Earn “Statesman Award”
13. Attend state conference – March
14. Attend St. Simons Trip – September
15. Have fun!