

Supplemental Information



FOURTEEN STEPS TO GOOD LEADERSHIP

1. Lead, don't drive
2. Keep promises
3. Practice what you preach
4. Inspire confidence
5. Accept responsibility, don't pass the buck
6. Maintain control – yours and theirs
7. Give credit where credit is due
8. Be loyal to your team
9. Admit your mistakes and work to correct them
10. Keep a record of all decisions made
11. Avoid favoritism and cliques
12. Leave outside problems outside
13. Make the best of each persons ability
14. Maintain open lines of communication

QUALITIES OF A GOOD LEADER

- A good leader is credible, respected, confident, admired, has good follow through and will go to battle for the cause
- They are trustworthy, honest, fair, a friend and open-minded
- Good leaders have excellent communication skills, they listen, think clearly, know their audiences and get the facts. All communication skills are important, verbal and written
- A good leader can motivate, has goals, can raise the bar, teaches new skills and helps build stronger chapters
- Leaders should praise in public and criticize in private

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WORKING WITH YOUR TEAM

At the beginning of the Jaycee year, there are so many things to accomplish. Your role as Chapter President is to make sure each of these tasks is done. It is important to include your team each step of the way. Listed below are suggestions on what you may encounter in the upcoming months

- Be sure to let your team know what you expect of them. Each team member should have goals to meet. It's important that they understand what you need from them (reports, phone calls, project attendance, etc...)
- Let your team know what they can expect from you. As a leader, it's your responsibility to lead by example. They need to know what you hope to accomplish during the year
- Have the team help you set your calendar / preparations for the year
- What are the team goals? Where would you like to finish at the end of the year? What would you like to accomplish in 2006?
- Run quality general membership and board of directors meetings. Make sure you are organized and prompt.
- It is very important to listen to your team. Great ideas and excitement can be gained by having good listening skills.
- Appropriate dress.
- Commitment
- Etiquette / protocol
- Your team must know that you appreciate them, work hard to accomplish goals together
- What is your theme? Live it, feel it and believe it!
- Communication is the **key to success!**
- Attitude!