

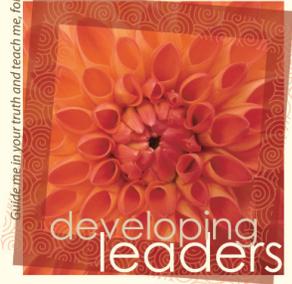
follow the leader

Guide me in your truth and teach me, for you are my God and Savior. Psalm 25:5a

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Leadership Resources Sought

The Leader Development Committee is seeking resources that support developing leadership qualities and mentoring relationships. If you have any questions, suggestions, or experience with these topics, we would like to hear from you! Please email depor@lwml.org and put Leader Development in the subject line so the message can be forwarded to us. Thank you!

I'm a Leader ... Now What?

Perhaps you became a leader through election, or perhaps your zone or district president has called and asked you to serve on a committee. No matter how you got to be a leader, you now need to know what to do. While the exact job description for your position will vary from zone to zone or district to district, there is one solid source that will

set you on the right path. Obviously, we are speaking of God's Word. Your first stop for help is always just a page turn away as you search your Bible for the support and guidance you need to complete your new duties. Perhaps it is the attitude with which we approach serving our Lord that is the most important, much more so than the reports we need to give or meetings we need to attend. Paul reminds us, *So whether you eat or drink or whatever you do, do it all for the glory of God* (1 Corinthians 10:31). Or in the case of an LWML servant of God, whether you bring district news to a zone event, compile a society report, learn how to use the *LWML Style Sheet*, or find nominees

for an upcoming election, do it to His glory.

How we choose to serve Him is another consideration. What will your attitude be when the tasks before you get difficult and life becomes busy? There is a big difference between what we **have to** do and what we **get to** do. Have you ever been with a gathering of women when someone with a new baby enters

the room? Everyone wants to hold the baby. Perhaps you have been that blessed gal who got to hold the little bundle of joy! Did you go home and tell your family, "Oh, I **had to** hold the Smiths' new baby at church tonight," or "I **got to** hold the Smiths' new baby"? Most of us would be thrilled with the opportunity to spoil ourselves with "that baby smell" and soft coos. We are given the same opportunity when we are asked to serve our Lord; we don't **have to** serve; we **get to** serve. May our attitudes toward service truly glorify God so that we can say with confidence that we **get to** serve the Lord with gladness!

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LWML Resource Spotlight: Passing the Baton

This resource includes a concise list of "what to do" when you are moving out of office (passing the baton) or moving into an office (accepting the baton). The "passing the baton" list was printed in the Spring 2012 issue of the *Follow the Leader* newsletter. In this issue we will include the "accepting the baton" items.

- Pray, Praise, and Give Thanks:
 - » Know that you have been chosen by God to fulfill the duties of the office.
- Prepare Yourself Personally:
 - » Read the Word.
 - » Obtain leadership information from the library, Christian bookstores, or seminars.
 - » Check out the LWML store for further leadership information.
- Acquaint Yourself with the Office:
 - » Review the guidelines, schedule of responsibilities, and bylaws pertaining to the office.
 - » Meet with the outgoing officer to familiarize yourself with all the current records and files.
 - » Stay in touch with the outgoing officer and use her as an expert resource. Do not be afraid to ask questions. The only dumb question is the one no one asked.

It's My First Board Meeting — What Do I Need to Do?

Here are 10 helpful hints for attending your first (or second) board meeting:

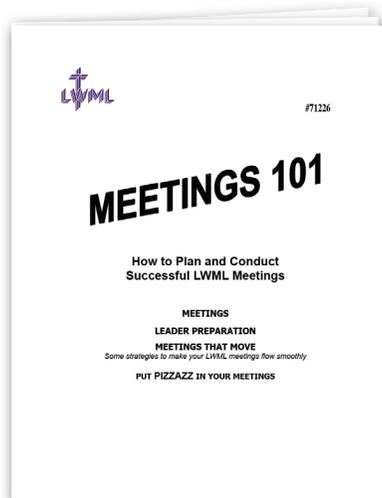
1. Go with an open mind and heart, leaving your preconceived notions at home. This will allow you to embrace the new experience without cluttering it with baggage from the past.
2. Start with prayer and be in the Word. Offer a prayer of thanksgiving for the wonderful opportunity you have to serve in a leadership position in your district and/or zone. Ask the Holy Spirit to help you process the multitude of information. Be ready to serve with a happy heart.
3. Read all reports and make notes prior to the meeting so that you can ask appropriate questions when necessary.
4. Organize your reports in the order they appear on the agenda.
5. Try to sit next to a "seasoned" member of the board. If you are a meeting manager or president, make sure you seat new/

first time attendees next to someone who has experience as a board member.

6. Take a printed copy of the list of attendees, if possible. There will be many new names to learn, even if you have served before. Use names in conversation and write a note about each person so you'll be more likely to remember them.
7. Label a piece of paper "Things to do when I get home" and add notes as the meeting progresses so you don't forget to do any important tasks.
8. Listen and observe. Ask questions and take notes.
9. Highlight important information with a colored pen, to better identify what you need to share with those to whom you are reporting.
10. When the meeting is over, prioritize your "to do" list and schedule time to complete tasks.



For additional information consult *Robert's Rules of Order*. These are the commonly used rules for running meetings. To better understand the flow visit <http://www.rulesonline.com/index.html>.



Need to Brush Up on Meeting Etiquette?

Check out *Meetings 101* (#71226) for how to plan and conduct successful LWML meetings. The resource is divided into four sections: Meetings, Leader Preparation, Meetings that Move (some strategies to make your LWML meetings flow smoothly), and Put Pizzazz in your Meetings. The information is very user-friendly, with bulleted checklists and practical tips like these from the

- "Your comment is very good. Thank you. Could we hear from someone else?"
- "Many here have not spoken so could we hear from some of you who have not yet spoken?"

Focus Discussion

If the discussion begins to overlap into other areas, you could say ...

- "Interesting comment. We might put it to good use at another time."
- "Let's briefly review what has been said."
- "So far we have discussed this part of the subject, now how about some of these other areas?"

Keep the Discussion Moving

If an appropriate period of time has been given to a subject, you could say ...

- "Do you feel we have spent adequate time on this? Can we move on?"
- "It is apparent there are several points of view and some questions unanswered. Shall we table this subject until we have more information? A committee or person could research for us and bring findings to the next meeting." (Leader suggests which would be most appropriate action.)
- "Let's get together after the meeting and discuss this, since just a few are involved in this item. I'll be happy to sit in!"

Meetings That Move portion regarding discussion. (To download this resource, go to www.lwml.org/resources/leader_development/.)

Encourage Participation

- Ask for questions
- Ask a few people by name if they have anything to contribute
- Ask if anyone has a different idea which has not been presented
- Give value to each contribution

Limit Participation

If there is an over-contributor, you could say ...

- "So that everyone is heard on this subject, let's limit our comments to two per person."