**2012 Leadership Workshop Session “Keeping Your Local Unit Afloat While You are at the Helm” Sharon Smith, NRTA**

**Rules of Engagement**

1. Turn off or silence cell phones.
2. Be respectful of others.
3. Talk and share at your table.
4. Be a listener-watch side conversations-start on time.

**Wisdoms – THE WISDOM IS IN THE ROOM**

1. Christmas Tea Fundraisers – 2nd Sunday in December – involve the community
2. Create an interest.
3. Luncheon for retired educators sponsored by local companies. Free meal brings in attendees.
4. Project – community-wide involvement.
5. Attract others.
6. Barbecue – Free meal for new retirees in July.
7. Auction Fundraisers for scholarships.
8. Find people willing to work at their comfort level.
9. Develop leadership by observing good leaders and seeking mentors.
10. Hand out materials to actives who are retiring.
11. Once you get them to the meetings, present interesting and good programs.
12. Lunch sponsorship from local businesses and restaurants.
13. Each member bring a member.
14. Contact Sheriff’s Department “Yellow Dot.”
15. Greet members, recognize birthdays, visit schools, help others.
16. Free lunch for new retirees.
17. Flu Shot Clinic – PHD.
18. Be sure every officer’s job duties are in writing-especially treasurer! Makes the transition easier.
19. Back up on a computer – records, etc.
20. Honors others by supporting and mentoring them.

**Mentoring Tips**

1. Look to a former leader(s) to guide you and your local unit.
2. Co-Leaders/Co-Presidents work as a team.
3. Mentor to guide you – just the place for you –i.e. AEA.
4. Listen to those who have done the job and believes in you. This mentor will be someone who walks beside you – then you walk alone and final step is you mentor someone.
5. We in this room need to mentor others. Encourage others.
6. Ask for help from “seasoned members.”

**Parking Lot – Place to be items of interest not necessarily pertinent to the present discussion.**

**Parking Lot**

**334-242-7100**

**Call Today**

**Assignment by Ms. Smith done by table.**

(R)Replacement planning versus (S) Succession planning

**R ~~X XXX XX~~ S**

1. Mentoring new members and potential leaders
2. Personal contact and encouragement
3. Encourage involvement thru interesting programs

**RS**

1a. Succession planning

1b. Mentoring with new leaders

2. Workshops/community projects

3. We are growing!

**R ~~X~~ S**

1. Mentor new members – encourage attendance – plan programs that integrate long-time members with new members
2. Attract new members – be innovative in making membership desirable – personalize recruitment
3. Vary assignments – rotate length of terms for chairs and officers

**R ~~X~~ S**

1. X

X

X

X

1. Willingness to serve X

X

1. Out with the old, In with the new

**R ~~XXX XX~~ S**

1. Identifying leaders who are willing to serve.
2. Recruit
3. Mentor

**RS**

1. Identify potential for leadership.
2. Choose mentors
3. Build self-esteem

**R ~~XXXXX~~ S**

1. In order to have a viable organization, it must constantly develop new leaders.
2. Leaders create and inspire new leaders by instilling faith in their leadership ability and helping them develop and hone leadership skills they don’t know they posses.
3. (left blank)

**R ~~XXX X~~ S**

1a. We do succession planning

1b. Group

2. Mentor potential leaders

3. Leadership Workshop

**R ~~X~~ S**

1. Plan training.
2. Side by side development
3. Mentoring or coaching
4. Other experiences designed to build competencies

**R ~~XX~~ S**

1. Follow local bylaws/constitution
2. Have long term plans and committees
3. Mentoring new and potential leaders

**R ~~X X~~ S**

1. Competent = hardworker
2. Reliable = hardworker
3. Public relation skills

**R ~~XX XX~~ S**

1. Recruit with the idea of activity
2. Develop a strategy for mentoring
3. Implement person to person mentoring

**R ~~XXXXXXXXX~~ S**

1. Planning: programs outlined for the year
2. Mentoring: outgoing officers work with new officers
3. Developing leadership skills: evaluate progress for the year

**R ~~X X X~~ S**

1. V.P. – President Elect (assumes office)
2. Back-ups in needed for secretary and treasurer
3. Train others through committees

**R ~~XXX~~ S**

1. Conduct workshops on the criteria of positions within the organization
2. Officers will mentor potential officers prior to elections
3. Nominations Committee will consider qualifications of potential officers and not just willingness to fill a position

**R ~~X XX~~ S**

1. Find people who are willing to serve.
2. Mentor potential leaders
3. Encourage participation in AERA activities

**R ~~X XXXX X~~ S**

1. Continuing mentoring new leaders
2. Take advantage of state leadership training
3. Identify new retirees

**R ~~XXX~~ S**

Identify individual with leadership ability and willing to serve

Development process through mentoring

Succession planning depends on the persons’ ability to inspire others

**R ~~X X X~~ S**

1. Search/Identify
2. Recruit/inspire/instill
3. Develop/mentor

**R ~~XXXX~~ S**

1. Have local leadership workshops; attend state and district training sessions
2. Have a mentor for leadership positions
3. Keep records of your local

**R ~~XXXXX~~ S**

1. Determine a need for change … identify potential strong leaders
2. Select mentors willing to share time and leadership qualities
3. Create conductive environment for future leaders and provide effective training

**R ~~XXXXX~~ S**

1. Attract more active members
2. Interesting programs
3. Identify potential leaders

Notes from the Speaker:

Replacement planning - Example: Random nominating committee forms in April to come up with a list of names to contact. Those who agree to serve are voted on at the May meeting and replace the current officers in June. (Most groups use this method.)  
  
Succession planning: Every board member has the responsibility of getting to know members and identifying potential persons to take his or her place. He or she encourages the person/s, shares knowledge about the job, engages the potential leader in tasks that help the mentor, and decides if training could be useful.   
  
The nominating committee will then be looking at a pool of candidates whose strengths and abilities are known. This fills the association's pipeline with members who have knowledge of needed skills, leads to a slate of well-informed potential candidates and helps to create a smooth transition of officers.   
  
This plan recognizes the value of mentoring.