

Huddle/Leadership

Objective: Provide clubs with the necessary skills and information to develop an effective leadership plan that:

- Creates a stronger club with clear and defined objectives;
- Values all members of the club;
- Defines the roles of all officers of the club;
- Reignites leaderships' passion for Zonta;
- Provide guidelines and tools for operational and project budgets; and
- Optimizes the work of committees.

Leadership Module - Script

Opening:

Zonta Club of Bedlam Board Meeting (10 minutes)

Distribute the script to “Board Meeting” participants before arriving for the Area Meeting so they can become familiar with their roles. Have the Bedlam club members assemble before the session is convened and have the club “President” gavel the meeting to order. Let the participants start while everyone is taking their seats.

Following the “meeting” ask for a show of hands of who has attended a Zonta Board meeting with one or more of the behaviors exhibited in Bedlam.

Ask the group what problems they observed and what they would do to correct the problems. List the points on the flip chart.

Group Activity (30 minutes):

Divide the room into teams of 5 – 8 participants. Give each team one of the following scenarios. You can also develop problems based on feedback from clubs in your Area. Give the teams 10 minutes to discuss and then allow each team 4 – 6 minutes to present their Board’s decision depending on the number of teams.

1. Club A has two members who have not paid their dues in full for the current club year. Member Jane is still attending meetings and participating in activities; Member Barb is not responding to emails or phone calls from the club. To keep the membership numbers “up” with Zonta International and District Club A has submitted the full dues for the two members in question. **What should the Club Board do and is there a specific officer of the club who should be responsible?**
2. Janet is a very active member of Club B and serves as Chairman of the PR Committee. Club B pays for the PR chairman to attend various events in the community. While attending a community event for his company, Tom and several friends saw Janet handing out cards for her business to attendees without ever mentioning Zonta. **What should the Club Board do and how can this be prevented in the future?**
3. Club C has a problem with “Sticky” members. Linda, Ellen, and Joanne will only serve on committees together. Currently they are 3 of the 4 members of the Service Committee. They have not provided any new service projects for the club to consider and they have multiple reasons for the lack of projects. **What should the Club Board do to correct this problem and to optimize the work of all committees?**
4. Club D has an annual fundraiser that requires the participation of ALL club members. The event is so important it is included as a required event at new member orientation. Several members have declined to participate in the event citing various reasons; including needing to get home early for work, they cannot devote the number of evenings necessary or they leave the event early. **What should the Club Board do?**

As the teams present their means of handling each problem write the points down on a flip chart and ask questions about how it will resolve the conflict. Then ask for input from the other teams.

Reigniting Passion - Mentoring (5 minutes):

Talking Points to the team about Passion:

- First you must have the Passion for what you believe and shares it with all members;
- Develop a mentoring program for new members and use the plan to reignite the passion in experienced team members;
- Mentoring is the key to developing a strong leadership program and future of the club;
- Passion does not mean being inconsiderate. Remember we get better results with honey than vinegar.

Handouts with suggested Mentoring Plans for clubs.

Creating The Vision – Creating a Stronger Team (5 minutes):

Talking Points to the team about Creating a Vision/Strategic Plan for the club:

- Define Vision: It is a direction for the club and all members of the team must have the passion before the Vision can be implemented;
- Make your club a visionary team. Make your club the one willing to change, to grow, to think outside the box. Make your club open to input from all members before making a decision;
- Being a visionary is useless if you do not have the structure in place to foster new ideas; and
- Good leaders will not micromanage, but will outline the vision and allow it to develop.

Handouts with outlines of how to create a Strategic Plan for the Clubs.

Wrap Up – Leaders vs Managers, Budget and other handouts (5 minutes):

Management, involves making sure that tasks are completed properly and in a timely manner. In contrast, Leadership, is more about dealing with people versus tasks. In effect, leadership is more complex because people are so complex.

Great leaders are able to positively influence people to do what's necessary to complete a task. Not because a person of authority has instructed them to complete the task, but because the employees wants to complete the task.

In short, the definition we subscribe to is:

“Leadership is effectively influencing others.”

Reminder to take what was covered back to their home teams and begin the implementation process. Your Area Director will follow up with a request for feed back from the clubs in September to see how implementation of the material has been used.

Hand Outs:

- Sample event and operational budgets
- Sample Mentoring program
- Board and Officer duties (Optional, can direct them to the Zonta Club Manual)
- Information on developing a Strategic Plan
- List of Mandatory Committees

Resources:

Leadership-Tools.com, Tools for the successful leader

http://managementhelp.org/plan_dec/str_plan/str_plan.htm