



Stepping Up and Stepping Back

- NYS PTA 2017 Summer Leadership Conference
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Some Views of Leadership

Some are born great, some achieve greatness, and some have greatness thrust upon 'em. (Shakespeare)

The task of leadership is not to put greatness into humanity, but to elicit it, for the greatness is already there. (John Buchan)

Leadership: the art of getting someone else to do something you want done because he wants to do it. (Dwight D. Eisenhower)

The function of leadership is to produce more leaders, not more followers. (Ralph Nader)

Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others. (Jack Welch)

Earn your leadership every day. (Michael Jordan)

Leadership Development: Making every volunteer's potential a reality.

Workshop Goal

To learn how to foster the success and well-being of PTA leaders and units by

- Developing empowered, diverse leadership
- Supporting and challenging new leaders
- Using the nominations/elections process to strengthen PTA leadership
- Executing a thoughtful transition plan
- Making the most of PTA resources

What is a Leader ?



To be a leader means to...

- **Be in charge or command of a person or organization**
- **Organize and direct the actions of others**
- **Be a route or means of access to a particular destination or a particular direction.**
- **Be a reason or motive for someone to do something**
- **Cause a person to go with you by holding him/her by the hand while moving forward**

WHAT IS A LEADER?

It's not what you look at that matters, it's what you see. HDT

Good leaders

- Know their members and community well
- Recognize the individual potential for leadership in others
- Delegate and empower members to achieve
- Support growth and mentor for success
- Bring out the best in a team and in individual members
- Seek and value diversity in all forms
- Develop personal skills in building respectful two-way relationships, inspiring trust, and motivating commitment
- Think for the future and plan strategically
- Credit the contributions of all volunteers

WHO IS A LEADER?

Leadership is contextual: *anyone* can be a leader depending upon need, situation, environment

Our chief want is someone who will inspire us to be what we know we could be. (Ralph Waldo Emerson)

Because a thing seems difficult for you, do not think it impossible for anyone to accomplish. (Marcus Aurelius)

You cannot be a leader, and ask other people to follow you, unless you know how to follow, too. (Sam Rayburn)

Always remember that you are absolutely unique. Just like everyone else. (Margaret Mead)

Breaking the "Cliquesy" Image

(If you can't speak at the meeting, don't talk in the parking lot)

- Have a greeter to welcome each attendee; use name tags
- Ensure everyone has an opportunity to speak at meetings
- For sidebar conversations: politely ask if they have an idea they would like to share
- Invite participation in varied ways:
 - Distribute index cards for Q & A or other comments
 - Make volunteering lists available at each meeting and online
 - Have Questions and Suggestions box at each meeting

Recruiting Potential Leaders

**The health of your PTA depends upon finding new leaders—
a proactive, committed, consistent, transparent effort**

- What qualities do you look for?
- What knowledge can they bring to the unit? Education, employment, cultural awareness, legislation, marketing
- What skills and talents do they have? Technology, finances, communication, foreign language, arts
- How do you find them? Volunteers, interest profiles, attendance, outreach
- Prioritize: form leadership development committee to track and nurture leadership potential year-round

Be on the lookout at all times!

Developing Leaders

- Introduce all Board members present at every meeting
- Have a seasoned member sit with each new person to answer any questions
- Designate peer mentors: experienced board members to help new leaders, especially over the first 6 months—preparing for a board meeting, giving a report, attending events, following protocols, fitting in
- Delegate tasks and responsibilities—create opportunities for all to contribute

Never tell people how to do things. Tell them what to do, and they will surprise you with their ingenuity. (Gen. George S. Patton)

Nominating Committee

- Most important committee in PTA: defined in Bylaws and given all materials necessary (Resource Guide, Section 7)
- Elected, not appointed: President is never a NC member
- Names a nominee for each open position
- Makes its report to the members as defined in the bylaws
- First meeting:
 - Elects its Chair
 - Reviews job descriptions and bylaws
 - Reviews the application process; develops screening/interview questions
 - Creates a list of qualified members
 - Creates a plan of work/timeline
 - Reviews recommendations

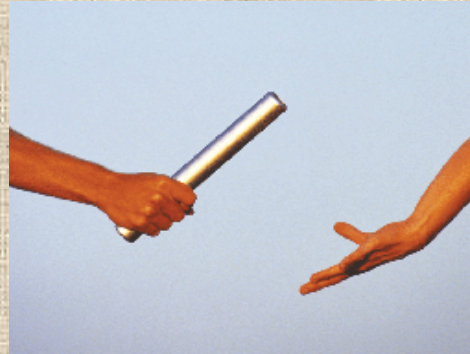
Nominating Procedures

- Procedures is a document that describes all PTA positions including elected officers, appointed board members, and their duties
- Make sure all NC members and nominees are familiar with the procedures. The worst mistake is to ask people to take on a position when they don't know the duties of that role.
- All nominating committee deliberations are confidential: no one outside the NC should know nominees before the committee makes its official report
- NC nominations do not need advance approval by Executive Committee or Board
- Nominating committee makes its report to the members as defined in the bylaws
- Nominating committee's report names one nominee for each position

Elections

- Make sure notice is given within 30 days of election to all members of who is being nominated
- Have NC chair present signed committee report
- Present proposed slate of officers and ask for nominations from the floor (required for fairness, transparency)
- Vote by ballot if needed for a true vote. Some people will not follow their preference in a voice vote because they feel intimidated or embarrassed. A secret ballot/written vote will be a true measure
- Only be one nominee per office from the nominating committee (if there are no nominations from the floor).

Transitioning



1. The act or state of passing from one place, condition or action to another; change.
2. The time, period, or place of such passage.

Leadership Transition is a year-round process of recruiting, training, mentoring groundwork

Transitioning- How & When Does It Take Place?

- Follow bylaws, as the governing document of your PTA
- Provide clear job description and a copy of the procedures to each person for the position they will take on
- Provide direction: job expectations and both individual and group goals
- Officers assume their positions the minute that they are installed. This is the handoff of power.
- Make sure your successor has updated version of the Resource Guide; review that section with the new officer
- Plan paired meetings of incoming and outgoing officers (Set example)
- Transition all documents at this time (minutes, treasurer statements/audits, bylaws, records of positions. Throw out items no longer relevant, useful or timely

Stepping Back

- When your new leaders begin, **“Take a Giant Step Back”**
- Help when asked but allow new leaders to learn, flourish, and develop own style
- Thank everyone for their effort and contributions
- Reach out to the Region PTA with your interest in moving on to Region level.

Always do right. It will gratify some people and astonish the rest. (Mark Twain)

Supporting and Challenging New Leaders

- Communicate, communicate, communicate
- Follow up on interest profiles and other individual assets
- Anticipate needs: provide resources and personal support
- Continue leadership development, tailored to new position
- Let go: create a safe, non-controlling environment
- Listening to new ideas; invite new methods. Facilitate pilots
- Recognize and praise accomplishments
- Welcome new styles of leadership (How do you see it?)

In the long run men only hit what they aim at. Therefore... they had better aim at something high. (Henry David Thoreau)

Resources

- Where to find them, how and when to use them
- Tools to train- Leadership development tool kit
- Workshops/PPTs
- State and National leadership training events
- Documents and records (how long we keep minutes, audits, budgets, reports)
- Human resources!