

MGC Leadership Workshops



To Provide **tools** and **resources** to
garden club members
To Grow Together in Leadership

Member of
Central Region, National Garden Clubs, Inc.

LEADERS

There are two kinds of Leaders:

One who is a Natural Leader

One who Learns to Lead

AND THAT IS WHY WE ARE HERE TODAY!



Difference Between Boss & Leader



Drives employees

Depends on authority

Inspires fear

Says, "I"

Places blame for the breakdown

Knows how it is done

Uses people

Takes credit

Commands

Says, " Go "

... Coaches them

... On goodwill

... Generates enthusiasm

... Says, " We "

... Fixes the breakdown

... Shows how it is done

... Develops people

... Gives credit

... Asks

... Says, " Let's go "

LEADERS ARE ENCOURAGING

- Be friendly, warm, responsive to others (SMILE)
- Help others to contribute
- Praise others and their ideas (Say their Name)
- Acknowledge and accept contributions of others
- What else can we add?

LEADERS LISTEN

Good Leaders listens as much
as
They Speak

Learning to Lead

Skills needed for Garden Club Leaders:

- Working with **members** to develop programs and identify new projects
- Share information and **communicate with members** about planned events
- Encourage including **new members** in club activities
- What could you add to this list?

LEADER'S TOOLBOX

YOU DO NOT HAVE TO REINVENT THE
WHEEL...

You have many resources

From:

National Garden Club, Central Region

Michigan Garden Clubs

What's in your Tool Box?

- Michigan Garden Club's Publications (MGC)
 - *"Handbook"* Revised 2010
 - *"Thru The Garden Gate"* Free Email, Printed
 - *MGC Board of Director's Roster*
www.michigangardenclubs.org
- National Garden Club's Publications: (NGC)
 - *"Keeping In Touch" KIT* www.gardenclub.org
 - *The National Gardener* (on line & order- Member Services:)
 - *"President Kit"* (order from Member Services)
- Central Region (CR) Newsletter (\$5./yr.)

Club President's File

(*MGC, Information on www.michigangardenclubs.org)

- Club Bylaws
- Club Manual of Duties for Officers and Chairmen
- *Robert's Rules of Order, Newly Revised.*
- The MGC, Inc. Bylaws and Standing Rules*
- Current Handbook of MGC, Inc.*
- Current awards offered by MGC, Inc.*
- Current awards offered NGC, Inc.

(www.gardenclub.org)

- NGC, Inc. Member Services (www.gardenclub.org)
- Current *Handbook For Flower Shows.*

Available through Member Services

(www.gardenclub.org)

YOU CAN BE A LEADER...

- What happens to your Garden Club if no one wants to LEAD?
- What skills can you learn?
- Where can you find help?

MICHIGAN GARDEN CLUBS

Leadership Workshops



**EFFICIENT & EFFECTIVE
MEETINGS**

Efficient & Effective Meetings

- Select Participants
- Develop Agenda
- Establish Ground Rules (Facilitator; time keeper, scribe, scope creeper)
- Time Management (Build it in)
- Evaluating the Meeting Process
- Evaluate the Meeting
- Close the Meeting

Meeting's Objective

An effective meeting serves a useful purpose

1. Do you want a decision?
2. Do you want to generate ideas?
3. Are you getting status reports?
4. Are you communicating something?
5. Are you making plans?
6. Are you presenting a Program?

Before & During the Meeting...

Before:

- Develop an Agenda with key participants
- Send out the Agenda prior to meeting—get participants feedback and input
- Write a script on the Agenda—so you don't forget

During:

- Start the Meeting ON TIME
- Keep the Agenda Posted/Copies for Everyone
- Establish Ground Rules
- Ensure the meeting stays on topic and that all participate (No one dominates)
- Finish the Meeting ON TIME

Efficient / Effective Meeting

- They achieve the Meeting's objective
- They take up a minimum amount of time
- They leave participants feeling that a sensible process has been followed

The Leader's Role in Meetings...

- COME PREPARED
- Introduction: Welcome with a few comments
- Review the Agenda /Timeframe
- *Write it down—make notes on the Agenda so you don't forget important items*
- *Don't speak "off the cuff" – easy to forget when to STOP TALKING*
- As the meeting Ends: Thank everyone for coming
- Let participants know their input is appreciated

MICHIGAN GARDEN CLUBS

Leadership Workshops



GARDEN CLUB'S LEADERSHIP ROLES

Leadership Roles

- President(s)
- Vice President(s)
- Corresponding Secretary
- Recording Secretary
- Treasurer

President: *“an official chosen to preside over a meeting . . . ”*

- Preside at all meetings of the club and the club’s board of directors. See that meetings are informative, friendly and FUN.
 - Administer activities of the organization in keeping with MGC and NGC objectives
 - Responds to District Directors promptly
 - President sets the “Tone” for the meeting
- Information empowers others and helps to develop new leadership.***

President & Vice Presidents

- Work together to develop Agendas
- Work together to fill committee and board appointments
- Work together to develop the “Team Spirit”

COMMUNICATE

Vice President

- Program Chair
- Yearbook Directory Chair
- Membership Chair
- In Your Club What are the duties of the Vice President(s)?

Vice Presidents: Inspiring Programs

- FIRST Consider surveying **members'** interest
- Have a Program Committee
- Check with near by Garden Clubs for successful programs & speakers
- Ask **members** to share their talents & passions
- Don't forget to check with MGC Board to present programs
- Contribute to A District & MGC Program/Speaker Directory (Could you share just one good idea?)

Vice Presidents: Yearbook/Directory

- Use the “SCALE OF POINTS YEARBOOKS”
(Found in your “Leadership Workshop” folder)
- Share ideas/yearbooks with other clubs at District Meetings, District President Meetings
- GET A COMMITTEE to WORK TOGETHER

SECRETARIES

Recording Secretary:

Corresponding Secretary:

Recording Secretary

- The Recording Secretary keeps an accurate record of all meetings of the club
 - Minutes may be required to set up a bank account
- ...And shall be the custodian of all records and papers pertaining to office
- Minutes are a written record of the meetings
 - *What happened, Action taken, **not a copy of everything said at the meeting***
 - Minutes are approved by the club members or club board of directors (many clubs get minutes by email)
- Some clubs keep a “Book of Motions”
- When a new secretary is elected how are these documents passed on?

Corresponding Secretary

- Club Bylaws determine role
- Communication is the “Bottom Line”
- Email is an important tool

SKILLS & QUALITIES

- Empathy
- Encouragement
- Sympathy
- Listen
- Organizational skills
- Computer skills

WHAT ROLE DOES THE CORRESPONDING SECRETARY HAVE IN YOUR CLUB?