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### So You Have Been Chosen Club Leader!

Cooperative Extension South Dakota State University

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# *So You Have Been Chosen Club Leader!*

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# What is my job?

To work with people rather than over them. You too are a part of the group.

## People in our club

(Each one is helpful)

- Idea Producers—Those with lots of ideas, but not necessarily the ones who want to do the work.
- Question Askers — Those who ask — What do we need to do? How can we get it done? How much will it cost? Why?
- Theorizers—Those who put two and two together, but are not insistent on their answers.
- Community Opinion Passers — Those who know community policies and problems.
- Detail Producers—Those who like details —How many buns will it take? Who will cut and butter them? Should both sides be buttered?
- Organizers—Those who suggest an all over plan for getting the project or activity underway.
- Note-Takers—Those who like to keep records.
- Action-Takers—Those who get restless and want to get things done.

## We work together

We will need to:

1. *Think together*—don't try to save time by telling the group.
  - a. Make every one feel his ideas are helpful.

## 2. *Discuss together*

- a. Be sure the group starts out knowing what is to be discussed.
- b. When discussion wanders restate the question and get a new start.
- c. If a side line seems more important put it to the group—"Shall we follow this interesting issue that has come up, or shall we go back to our original plan?"
- d. Make short statements, not speeches.
- e. Do not pass up ideas which are not clear to you. They probably aren't clear to others.
- f. If you disagree, present the issue as the others would like to hear it stated and then tell why you disagree.
- g. It is not impolite to disagree. It is not good manners to pretend to agree.
- h. Be very appreciative of everyone's right to have differences of opinion. Additional questions sometimes clear ideas and make for progress.
- i. Be on the lookout for the different use of words which may lead to misunderstandings.
- j. A moment of silence often helps members to get a clear picture of what has been said. Make a precise statement of the issue, pause and then ask if we have further ideas or are we ready for a conclusion.
- k. Trust the group. There is no person in it who is not superior to the rest in at least one respect.

3. *Decide*—Sometimes a show of hands is adequate, sometimes a motion and voting is best.

4. *Plan*—How will we do it?

- a. Everyone should feel "in on it."

- b. If the group is too large to plan together, committees save time.

## To be a good leader

1. Plan an agenda—Ask yourself:
  - a. What is the most important thing to be discussed at the meeting? Write it down.
  - b. What do I hope will be accomplished at this meeting? Write it down.
  - c. What other things must be taken up at this meeting? Write it down.
  - d. What else could be taken up if there is time? Write it down.
  - e. Look your list over and decide the best order.
2. If your agenda is long it help for your group to know and they will help push the business on. Have a program for everyone or make a list on a blackboard. Don't plan more than you think can be done.
3. Be prompt.
4. Keep your word about time. If you've planned an hour for the demonstration, provide that much time.
5. Keep a record of the discussions and conclusions. A good record saves time and misunderstandings.
6. Know the rules—the club agreements, the constitution and by-laws, how to conduct a meeting.
7. Be calm, friendly, interested and appreciative of everyone's value and contribution.

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