

**Responsibilities of the Dean.** The Dean shall be the chief executive officer of the Chapter, and as such shall have the following duties and responsibilities:

- a. Preside at all meetings of the Chapter and Executive Committee when present.
- b. Nominate the directors of all standing committees for appointment by the Executive Committee.
- c. Nominate, for appointment by the Executive Committee, a person or persons to fill vacancies that may occur as the result of death, resignation, incapacity, removal or dis-qualification of any officer or duly elected member of the Executive Committee.
- d. Create, with the approval of the Executive Committee, committees and correlate the work of the officers and standing committees.

### **On Being Dean: Key Elements of Chapter Leadership**

- ✓ **Perseverance**
- ✓ **Optimism**
- ✓ **Integrity**
- ✓ **Respect**
- ✓ **Transparency**
- ✓ **Collaboration**
- ✓ **Energy**

1. Team Player: A wise leader is a facilitator. Good ideas will come not only from your own experiences and from executive people but also from unexpected sources. Watch and listen for these. Give credit and appreciation as often as you can. Your chapter is one of many teams. What are other groups doing? Read all the *Chapter Leader News*, AGO Chapter News reports found in TAO - not just the ones in your own region.

2. Problem Solving: Remember that you have a battery of experts available who will be glad to help you work through any problems that arise. Start with your colleagues. Other officers who will be valuable to you in many ways are: your District Convener, Regional Councillor, National Councillors, and AGO headquarters. Asking for help when you need it is a sign of strength.

3. Running Effective Meetings: A written agenda is a basic necessity. Leave room between topics for note taking. Sometimes ideas will be in conflict. Remember to stick to the issues, not to the personalities or the attitudes. Stay on track - socialize after the adjournment. You can also find help with Parliamentary procedure at websites such as [www.robertsrules.com](http://www.robertsrules.com).

4. Visibility: Be present at all programs and recognize those who have volunteered. Welcome new members and visitors. *Above all, involve young people - they will be our future.* We are the ones to take responsibility for getting them hooked on our unique instrument.

5. The Board Team Handbook: read it and follow the information shared, to help you board work as successful team.