



Chapter Deans

# AGO Chapter Management Handbook

Perseverance

Optimism

Integrity

Respect

Transparency

Collaboration

Energy

Have Fun!

# Orientation and Officer Transitions It's Not Intuitive!



## Training

- Handover of Paperwork
- Budgets/Financial Statements
- Chapter Operating Procedures
- Preparing for Productive Board Meetings:
  - Packets that include minutes of previous meeting, committee reports, financial updates, Roberts Rules of Order
  - How to Use a Consent Agenda



# Who's In Charge? Teamwork

The dean sets the tone for how the board is going to work successfully throughout the year.

- Collaboration
- Collegiality
- Working respectfully
- Listening
- Facilitator
- Leading and following
- Setting SMART goals for the year
- Setting clear expectations

# Dealing with Difficult Board Members

## Managing Disruptors

The board member who likes to hear him/herself talk

The board member who doesn't come prepared

A board member who is frequently absent

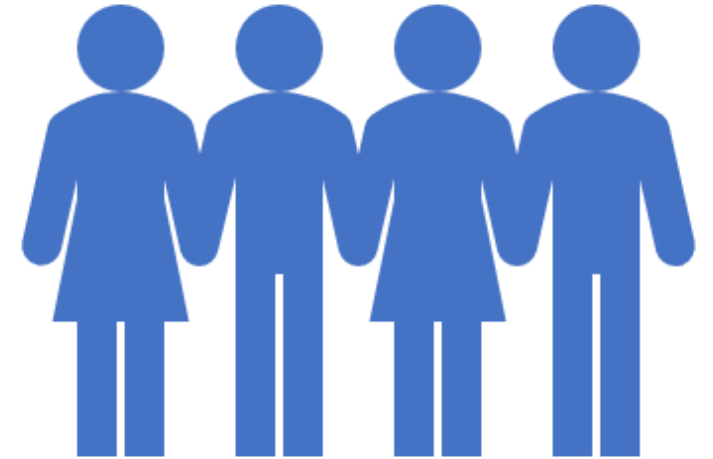
The Miser

The Pessimist

Getting to consensus

# Building Your Leadership Pipeline

- Welcoming new members
- Recognizing and acknowledging volunteer accomplishments
- Providing support when needed
- Identifying and preparing volunteers who can contribute to the growth of the organization





*Questions?*

*Comments?*