

SKILLS for PRESIDENTS:

- 1.) Clearly Communicating Organizational Mission and Values
- 2.) Understand Program Policies
- 3.) Making an Agenda
- 4.) Making and Tracking Plans of Action (Calendars)
- 5.) Distilling action items and objectives from a mission
- 6.) Listening Skills & Mediation
- 7.) Understand Methods of Decision Making (Roberts Rules, Consensus, Circle)
- 8.) Delegation

The PRESIDENT

- Helps Council understand and maintain the vision & mission of the organization
- Helps his or her group identify their goals
- Helps his or her group decide on which goals they want to pursue
- Helps the group make an action plan to accomplish their goals
- Prepares the agenda for the each meeting with the cooperation of the other officers.
- Usually serves as chair of the meeting, keeping things focused and moving forward
- Works very hard to make sure everyone is heard and included
- Is a positive leader in carrying out an action plan
- Lead the group in evaluating the success of their goals
- Calls for a vote and participates only in order to break a tie

HOW CAN I HELP AS A PRESIDENT?

- Listen to your members while keeping the meeting focused on the agenda
- Do your best to reach decisions in which everyone is willing to cooperate
- Learn to delegate responsibility and responsibly. Presidents shouldn't be pursuing the dream alone.
- Remember: It's better to ask questions than to assume you know answers if you aren't sure.

RESOURCES:

- 1) **Appendix:** <http://4h.wsu.edu/ws4h/mission.html> Washington 4-H Vision, Mission, Strategic Plan
- 2) **Appendix:** <http://4h.wsu.edu/EM2778CD/pdf/em0758e.pdf> WA State 4-H Program Policies
- 3) Program Planning Book: <http://cru.cahe.wsu.edu/CEPublications/c0227/c0227.pdf>
- 4) Program Planning Book: <http://cru.cahe.wsu.edu/CEPublications/c0227/c0227.pdf>
- 5) **See Appendix : Public Adventures Guide Book 15 – 18**
- 6) **See Appendix: Active Listening**
<http://www.mediate.com/articles/bermanlj3.cfm> Mediating Disputes
http://www.cehd.umn.edu/ssw/rjp/resources/rj_dialogue_resources/Peacemaking_Healing_Circles/Talking_Circles.pdf Council Circles
- 7) http://cte.uwaterloo.ca/teaching_resources/tips/group_decision_making.html Decision Making
Parliamentary Procedure Made Easier <http://cru.cahe.wsu.edu/CEPublications/em4875/em4875.pdf>
- 8) **Appendix: Slides from Presentation**