

New U

N never

Never say I, me or u, this is a team effort. Using words such as us, we and our, builds unity in the project and adds a sense of comfort.

Never say I want you do something. Ask nicely, can you please do this? Do you think you can? Who would like to take this on?

Never loose the motivation; it brings everyone down with you. When the leader does not smile, no one will.

Never loose your cool in front of the group. If you have a problem with an individual or group, take them to the side and deal with it in a private environment after cooling down.

Never take the center stage. You need to get others involved during meeting and throughout an event. This will build leaders that will someday take your position.

E effective/efficient

Be effective in the time you have. Map out a time line and think ahead. Think of the date, times, meeting possibilities and member's availability in the allotted time you have.

Find out who you are working with and tell them a little about you. This will make you more effective when dealing with others. They will have a personal connection with you.

Find out what is going on when things do not go as planned. Sometimes members may be having trouble balancing workloads. Be sympathetic and see if you can help before you reassign the project.

Be available. Make sure everyone has a way to contact you. Email, phone numbers etc....

Efficient minutes need to be typed and sent out so everyone knows what is going on.

Keep an open mind and use others ideas even if you may not agree

W work

Always save all work that you do for future members to use it as a skeleton and learn from any mistakes that were done.

Work with new faces in the organization. Try to get others that usually would not be involved to take on an important task.

Delegate work fairly to members with a workload that is manageable for them.

Keep task work lists updated for each member so they know what they are doing and when you expect it to be done.

All work that is being done should be communicated to all team members working on the same project. Everyone should be on the same page and know all the same details you know.

U Utilize

Utilize you advisors and mentors, they are there to help you and no question is a dumb question to ask. You are not expected to know everything.

Utilize members that have previously been in your same position. Do not do the work over, use the ground work that is already there for you.

Utilize member's special skills. If you know someone has a special skill, ask them if they would be interested in taking that project on.

Utilize the Association. There are many members out there that would like to do things and attend meetings. Use group lists and send out emails to encourage general members to attend the meeting.

Utilize what we already have available in terms of resources: papers, office supplies, decorative material, files, fliers.