

# *Local Unit Leaders*

## How to Work Efficiently and Effectively

NPTA

June 2013

**IT'S NOT THE POSITION THAT  
MAKES THE LEADER**

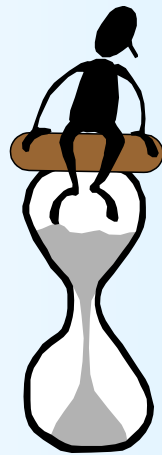
**IT'S THE LEADER THAT MAKES  
THE POSITION**

# LEADERSHIP

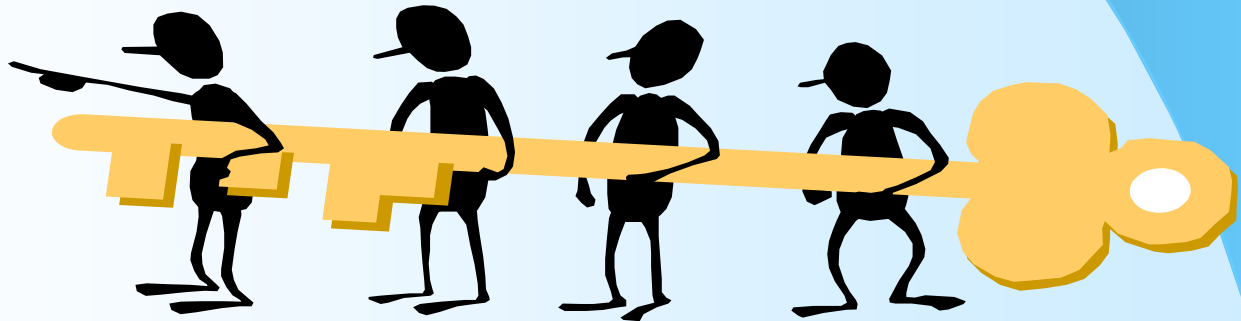
- LEADERSHIP
  - LEADERSHIP IS INFLUENCE
  - TRUE LEADERSHIP CANNOT BE APPOINTED, AWARDED OR ASSIGNED...IT MUST BE EARNED

# Summary of Course

- LEARN HOW TO SET GOALS
- SHARE THE VALUE OF PLAN OF WORK & PROCEDURE BOOKS
- DISCUSS MEETINGS
- Q & A
- IDENTIFY RESOURCES



# THE MAJOR WORK OF OUR ASSOCIATION IS ACCOMPLISHED THROUGH COMMITTEE STRUCTURE



# COMMITTEE OF ONE

DIFFICULT

EXHAUSTING



# Connections

**PLAN OF WORK** supports...

**GOALS** which supports...

**PURPOSES** which supports..

***PTA***



# PLAN OF WORK

PROCESS AND  
PROCEDURE

COMMITTEE  
MEMBERS

RESOURCES

ACTIONS  
TIMELINE

APPROVAL

EVALUATION

RECOMMENDATIONS

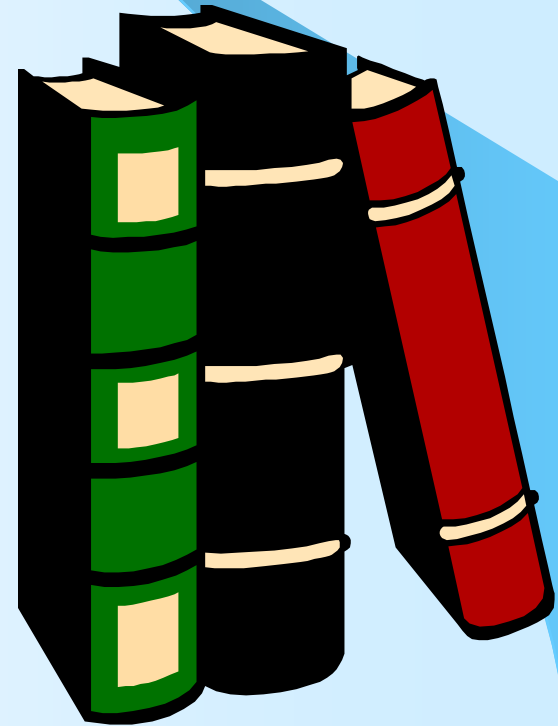
# PROCEDURE BOOK

RECORD OF ACTIVITIES

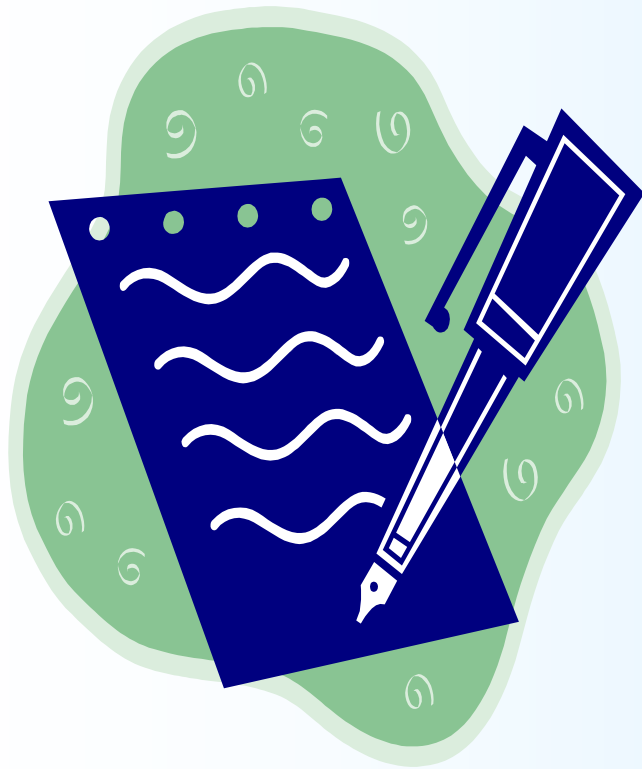
WORK OF PTA

MATERIALS

SUCCESSOR



# GRANT AGREEMENT



FOR THE PURPOSES  
OF DONATING  
FUNDS IN LIEU OF  
MERCHANDISE TO  
THE SCHOOL OR  
SCHOOL SYSTEM

# STRATEGY CHART

- FOCUSED
- STRENGTHS
- WEAKNESSES
- ALLIES
- OPPONENTS
- TARGETS
- MESSAGE/SLOGAN
- MEDIA OUTLETS
- TACTICS
- TIMELINE
- RESOURCES
- EVALUATION

- S specific
- M measurable
- A attainable
- R realistic
- T timely

# WHAT KEEPS US FROM CONNECTING

$$1 + 1 = 3$$

# THE MEETING



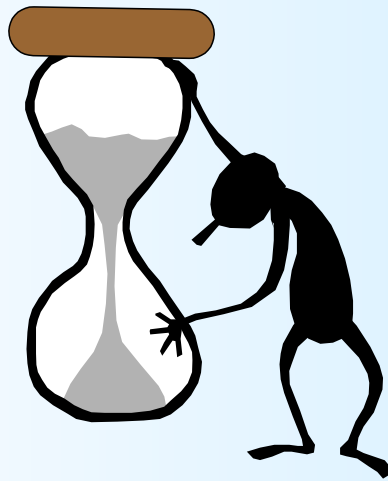
# DEADLY MEETING SINS

- TIME LEAKS
- UNFOCUSED AGENDA
- IDEA ASSASSINS
- HIDDEN AGENDAS



# 9 STRATEGIES

- IS THE MEETING NECESSARY
- SET GROUND RULES BEFORE HAND
- SET TIME LIMITS
- PLEASE--NO WAR STORIES
- ONE MEETING - ONE VOICE
- IF YOU'RE GONNA LEAD---THEN LEAD
- HAVE A REAL AGENDA
- PARK SOME ITEMS
- THE ART OF LANGUAGE



# SOLVE THIS RIDDLE

NATURE'S GREATEST FORCE

NOTHING CAN STOP IT

NOTHING CAN ALTER IT

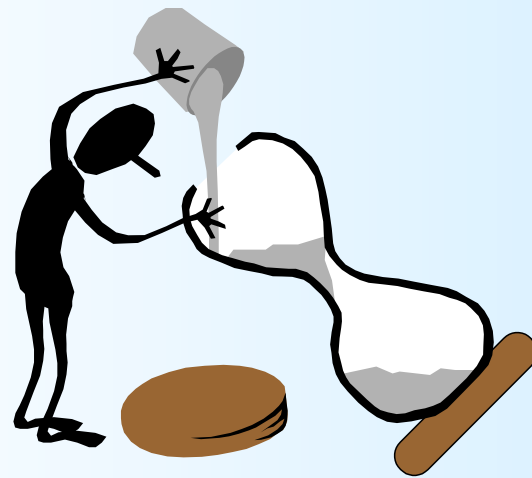
IT CANNOT BE FELT

IT CANNOT BE SEEN

IT HAS THE MOST PROFOUND EFFECT ON US



**T I M E**



# EFFICIENT vs. EFFECTIVE



- DOING THINGS RIGHT
- LEAST AMOUNT OF WASTED TIME

- DOING THE RIGHT THINGS
- DOING THINGS THAT YIELD RESULTS

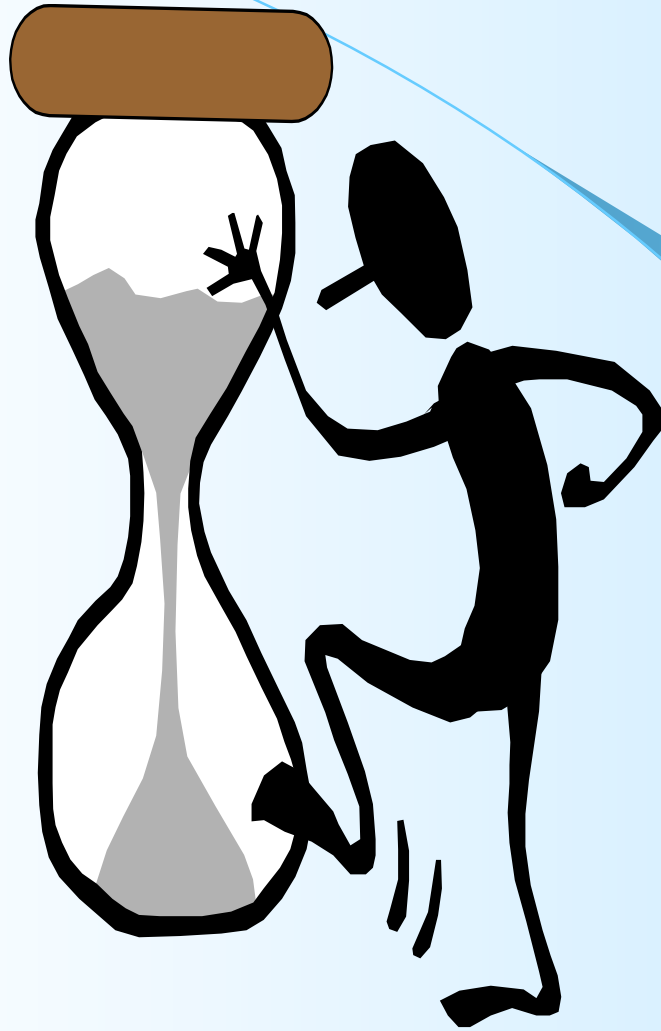
# ELEMENTS, DEAR WATSON

- GROUP INPUT
- CLEAR
- RELEVANT AND SPECIFIC
- PRIORITIZED
- PLANNED
- EVALUATED

# handouts


- PTA INTEREST SURVEY
- PLAN OF WORK
- PROCEDURE BOOK
- GRANT AGREEMENT
- STRATEGY CHART –blank
- STRATEGY CHART – matrix
- SMART – delegation form
- MINUTES – template
- MEETING – template
- COMMITTEE REPORT – template
- BRAINSTORMING







# Q & A



**THANK YOU**

**YOU WERE AWESOME!!!!**

don't be afraid to try  
something new  
remember, amateurs built  
the Ark...professionals  
built the Titanic