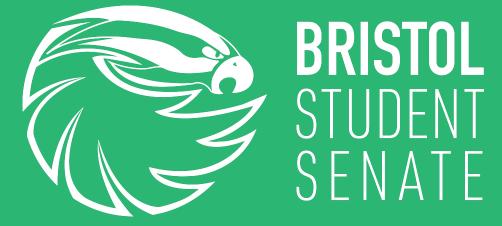
## RUNNINGA SUCCESSFUL



# STEP 1: DON'T BE AFRAID

Can I really do the job?
Do I have the skills?

Have confidence in yours skills and abilities. If you have areas that need some improvement, take advantage of the opportunities that will assist in enhancing/developing the necessary skills.

# BETHE EXPERT OF YOUR CLUB



RESPONISIBILITES MISSION PURPOSE STRUCTURE **ACTION PLAN** GOALS **ADVISOR** ASK QUESTIONS

#### PUR-POSE

/ˈpərpəs/ noun The reason for which something is done or created or for which something exists.

## Establish a real purpose for your club Make sure that purpose is understood

START WITH WHY

#### GOAL

/gōl/ noun The object of a person's ambition or effort; an aim or desired result.

Establish goals in writing, both short term and long range.

CLUB & PERSONAL

#### PLAN

/plan/
noun
A detailed proposal for doing or achieving something
Have well-planned meetings and
written agendas.

#### CLUB & PERSONAL

#### EN-THU-SI-ASM

/in TH(y)oozē azəm,en TH(y)oozē azəm/
noun
Intense and eager enjoyment, interest, or approval

### Enthusiasm is essential and sets the tone for the club

KEEP IT POSITIVE

#### CON-SIST-ENT

/kənˈsistənt/
adjective
Acting or done in the same way over time, especially so
as to be fair or accurate

Be consistent with ALL your activities.

DON'T GUESS

#### DEL-E-GATE

/ˈdeləˌgāt/ verb entrust (a task or responsibility) to another person, typically one who is less senior than oneself

Increase participation by urging expression of opinions and delegating responsibility.

TRUST IS KEY

#### E-VAL-U-ATE

/əˈvalyəˌwāt/ verb Form an idea of the amount, number, or value of; assess.

Evaluate your meeting, activities and your club.

HOW'S IT GOING?

# ESTABLISH COMFORT

Promote a friendly, cooperative atmosphere in which each member has the opportunity to participate

Participation increases interest.

#### THANK YOU

