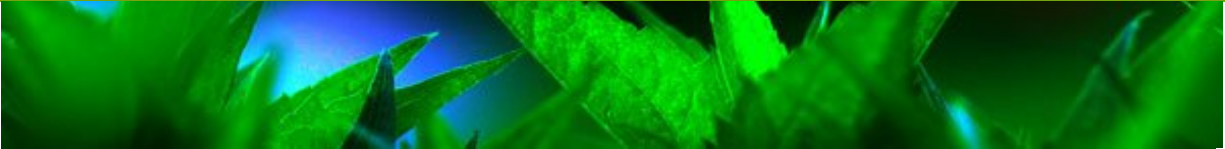


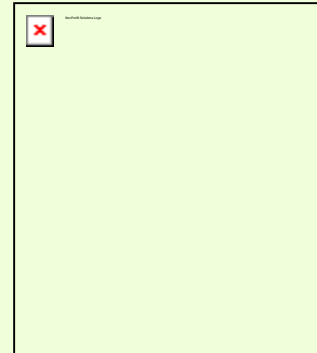
Tip\$ & Treasure\$ Weekly

December 5, 2008



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BORN TO LEAD?

There are few hotter topics in the business, political and professional world than leadership, with frequent books, conferences and seminars devoted to the subject. Perhaps this is because a litigious, "zero-defects" society has made leadership a rare commodity. Perhaps it's because the idea that human assets could be managed like interchangeable machine parts has produced a noticeable void in our society. Regardless of the reason, it seems like everyone is talking about leadership.

But leadership is nothing new, nor is it something a person is born with. The principles of leadership and the traits of a good leader have long been known. Learning, developing and applying them are open to all, regardless of gender, religion, age, race or ethnic background. Nor is any leader perfect in any area—certainly not this writer! Additional development, experience and improvement are always possible. From the lowest-paid entry-level worker to the CEO, everyone can become a better leader by knowing the fundamentals and working on them.

The principles are as follows:

1. Take responsibility for your actions and the actions of your subordinates.
2. Know yourself and seek self-improvement.
3. Set the example. If you arrive at 10 a.m., leave at 4 p.m., use association resources for personal benefit, fly first class while your followers fly coach, and in general treat yourself special, you will build an organization where everyone looks

out for themselves first and the mission last.

4. Develop your subordinates. If your followers don't grow and learn, they can't give you the support you need to be a success. It's better to train employees and lose them than to not train them and keep them.

5. Ensure that a job is understood, then supervise it and carry it through to completion.

6. Know your subordinates and look after their welfare.

7. Keep everyone informed. Nothing debilitates an organization like rumors and not knowing what's going on.

8. Set goals you can reach. Goals should make you and your employees stretch, but if they are completely out of reach, followers will wonder why they should bother and become demoralized.

9. Make sound and timely decisions. Making no decision is usually the worst decision.

10. Know your job. If you aren't competent at what you do, you can't expect your followers to be good at theirs-or to respect you.

11. Teamwork builds esprit de corps. Working together, recognizing the contribution of all team members, is the only way to create commitment to your organization and its mission.

The traits of a good leader echo the hallmarks of effective leadership:

Integrity: If you don't have it, your followers won't either, and the organization will rot away.

Knowledge: Know your job, your organization and your followers.

Courage: We are seldom called on to demonstrate physical courage, but moral courage is needed every day. And it's too often in short supply.

Decisiveness: The leader who can't make a decision, or who passes the buck to others, loses the moral authority to lead, regardless of position or title.

Dependability: If you can't be counted on to carry through on commitments, you can't lead.

Initiative: The leader looks for and seizes opportunities.

Tact: Leadership is working with people. You can't run roughshod over their feelings and expect commitment to your vision.

Justice: Do you deal fairly and equally with your subordinates? If not, it will erode your ability to lead.

Enthusiasm: If you don't care about the organization and its mission, why should your followers?

Bearing: If you project confidence and authority, it will take you a long way.

Endurance: If you can't go the distance, they won't either.

Unselfishness: A leader has to put the general good ahead of self. Does the organization, the mission, and your subordinates come ahead of your own comfort and well being?

Loyalty: If you aren't loyal to the organization and to your subordinates they won't be loyal either. Then where will you be?

Judgment: Bad judgment will ruin an organization and discourage followers. Good

judgment comes from experience and learning from mistakes-especially the ability to learn from other people's mistakes.

If you are tops at implementing all 11 principles and posses these 14 traits in abundance, perhaps you should be president of the United States. Or at least Commandant of the Marine Corps, because these are the principles and traits taught by the Corps that have made the Marines successful for well over 225 years.

Wouldn't you want your boss, you subordinates and yourself to follow each of these principles and possess each of the traits? If you are familiar with these 25 points, and work at constantly improving in each area whenever you can, you will continue to develop as a leader and your talents will be in demand. And that's all anyone can do.

Robert A. Hall, MEd, CAE, has been a Leadership in Associations executive since 1982. Prior to entering the profession, he served five terms in the Massachusetts state senate, and is a Marine Vietnam veteran.

This article has been edited to fit this publication. For the complete text please send a request to admin@nonprofitsolutionsnw.com.



BUDGET PLANNING?

CONSIDER NONPROFIT SOLUTIONS' STARGAZER CLUB

If your nonprofit is on a calendar fiscal year and you're looking for a way to plan for affordable consulting services in 2009, take a few moments now to explore the [Stargazer Club](#).

The Stargazer Club is designed to turn budget friendly investments into a bank of consulting time that can be used for a variety of important services you can utilize anytime in the future.

Learn more about it at the [NonProfit Solutions NW](#) website or call 360.866.3638.



WORKSHOPS, EVENTS, SEMINARS AND MORE!

Fundraising Opportunities

The 2009 Veil Painting Calendar is now available from author and retired teacher

William Bryant for your enjoyment! Special purchasing arrangements are available to nonprofit organizations that wish to sell these calendars as a fundraising project.

Click this [link](#) to learn more and see sample paintings included in the calendar. You may also call 360.786.1460 for more information.

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Call Phil Jaspersen at Apex Karting at (360) 705-2739 for information about selling custom printed cards good for one regular Kart race. Your nonprofit keeps 25% of the sales!



## **JOB ANNOUNCEMENTS**

### **Director of Volunteer Programs and Capacity Building Services Volunteer Center of Lewis, Mason and Thurston Counties.**

Full-Time position responsible for organizing, executing, evaluating, planning and developing all year-round programs and services for both non-profits and volunteers.

You will be responsible for:

1. Initiating and/or participating in internal and external committees and task forces to promote volunteerism within the community.
2. Managing the Volunteer Center's volunteer projects such a Family Volunteering Challenge, and other day of service projects including: recruitment, selection and facilitation.
3. Increasing access to service opportunities for youth and family.
4. Managing all aspects of the Retired Senior Volunteer Program in Thurston County.
5. Planning, developing, facilitating, and evaluating tools, training, and information to build the capacity of organizations to mobilize and use more volunteers more effectively.
6. Providing organizations with instruction and technical support on the 1-800-Database.
7. Staying abreast of new trends and developments in volunteer management including, meeting with key partners to develop new ideas and ways of engaging people with the community.

BA or equivalent in experience. Must have experience strong in volunteer management, program management and community organizing. Some adult training and database management experience preferred.

Please e-mail resume with salary requirements to Sara Ballard, Executive Director by **December 19th** at [sara@volunteer.ws](mailto:sara@volunteer.ws). No phone calls.



### QUOTE OF THE DAY

Energy and persistence conquer all things. Benjamin Franklin (1706 - 1790)

