

- **Preparing to Lead key points:**

- One of your key responsibilities is motivating others to reach club and district goals.
- You're also responsible for working with the club board to appoint committee chairs and for ensuring that the leadership team carries out its duties.
- Consider diversifying your leadership team by finding and supporting new leaders.
- Meet with your club board monthly to review progress on goals and tasks.
- Hold those who agree to work on goals accountable and be prepared to reassign tasks if needed.
- Know that what motivates your members will vary from person to person. Be prepared to use different methods of motivation as you plan, implement, and celebrate achievements.
- Work with your assistant governor and other district leaders to help your club succeed.
- What leadership skills are important for your role?
- How will you keep club members motivated?
- How will you select and prepare the members of your club leadership team?
- How will you prepare people to take over leadership roles? Will this vary by position?
- How will you keep talented people engaged in leadership roles?
- How will you get diverse perspectives in leadership and decision making?
- What committees does your club have?
- What tasks can be delegated to committees?
- How will the club manage disagreements?
- What will you do to ensure continuity in leadership?
- How will you communicate with district leaders? How will district leaders communicate with your club?