

Be Successful In Division/Committee Leadership

1. **Meetings** – Be prepared to conduct meetings at each conference and as needed through the year (may be conference calls or web meetings). Key items include:
 - Advance notice to your members
 - Agenda
 - Meeting minutes
 - Action items
 - Sign-in sheet
2. **Conference Technical Program** – This is one of your primary roles! Start thinking about new information or issues members need to know about *prior* to conference.
3. **Stand Alone Workshop** – Generate a topic and put one on in 2015. Consider partnering with another Division or Committee.
4. **Symposium** – Help generate topics and speakers. Have your Committee members promote the event.
5. **Source** – Consult the editor (listed in the front of each issue) about articles on new Committee products or achievements and how to submit the information. Promote meaningful activities.
6. **Awards** – Nominate deserving recipients.
7. **Committee Roster** – Review carefully for changes and corrections. Submit to Section office for Resource Guide.
8. **Succession Planning** – Ensure that others are ready to take over leadership positions. Actively mentor potential leaders.
9. **Recruit for your Committee** – Network and generate interest in your Committee.
10. **Web Site** – Keep your Section web site page updated on members, activities, and other appropriate information (no meeting minutes).
11. **Budget** – Requests need to be submitted to the Section office by August of each year.
12. **Have Fun!** Encourage camaraderie and a team spirit in every member through meaningful participation and shared accomplishment. Celebrate your success!