

## *Step 2: Plan and Organize*

### **HANDOUT: Leadership**

Margaret Mead wrote “...never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it’s the only thing that ever has.” We all can make a difference in our own world by working on issues and projects that we care about, and we can help this process by empowering others to become leaders or by becoming leaders ourselves.



### **Qualities of an Effective Leader**

Leadership qualities are even more critical when managing volunteers, as their reward is not a paycheck—it is the satisfaction of doing something they believe in. Good leaders know when to step forward to spearhead an effort, and when to step aside to allow others an opportunity to lead.

### **A successful leader...**

- 1) ...has—or earns—the respect of those they are working with.
- 2) ...never loses focus. They keep their eyes on the big picture.
- 3) ...can clearly articulate the vision of the organization or project.
- 4) ...brings passion and enthusiasm to their work.
- 5) ...isn't afraid to think big.
- 6) ...empowers others through coaching, mentoring and motivating.
- 7) ...leads by example. Actions speak louder than words.
- 8) ...listens.
- 9) ...provides thoughtful guidance
- 10)...cares about the people he/she works with.
- 11)...is committed to the organization/project for the long term.
- 12)...shares the glory with others.

