



Confidence as a Leader

Associated Students of Moreno Valley College

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Dave Kelly | *America's Student Leadership Trainersm*

Confidence as a Leader

1. What is the earliest leadership responsibility you can remember having?

From this I learned: _____

2. What are some barriers, challenges, and obstacles that your team may face this year? _____

3. What are ways for your team to overcome barriers, challenges, and obstacles over the course of this year?

Listening

1. Listening is not waiting for your turn to _____.
2. What people have to say is _____ to them and needs to be important to you.

- 3. Improve your listening skills by _____ on what you are hearing and being interested in what they are saying.

Civil Discourse

According to American Social Psychologist and Professor at Swarthmore College (PA) Kenneth J. Gergen, civil discourse contains these components:

- 1. Requires _____ of the other participants
- 2. Does not diminish the other’s _____ worth nor questions their good _____
- 3. Avoids _____, direct _____, or excessive _____
- 4. Requires _____ and an appreciation of the other participant’s _____
- 5. **Bonus** (one of Dave’s): Keep _____ in check and _____!

Serving Leadership

- 1. Puts others above _____.
- 2. Willingness to take _____.

 - a. Serving leaders are willing to put themselves on the _____.
 - b. _____ are not roadblocks, but _____ to be overcome.

- 3. _____ of other people and communities.

Modes of Managing Conflict

1. _____ = _____
 This style is characterized by low assertiveness of one's own interests and low cooperation with the other party. This is the "hiding the head in the sand" response. Although avoidance can provide some short-term stress reduction from the rigors of conflict, it does not really change the situation. Thus, its effectiveness is often limited. Avoidance does, however, have its place if the issue is trivial, people need to cool down, or the opponent is very powerful and hostile.
2. _____ = _____
 Cooperating with the other party's wishes while not asserting one's own interests. If people see accommodation as a sign of weakness, it does not bode well for future interactions. However, it can be an effective reaction when you are wrong, the issue is more important to the other party, or you want to build goodwill.
3. _____ = _____
 This style tends to maximize assertiveness for your own position and minimize cooperative responses. In doing so, you tend to frame the conflict in strict win-lose terms. Full priority is given to your own goals, facts, or procedures. The competing style holds promise when you have a lot of power, you are sure of your facts, the situation is truly win-lose, or you will not have to interact with the other party in the future.
4. _____ = _____
 This style combines intermediate levels of assertiveness and cooperation. Thus, it is itself a compromise between pure competition and pure accommodation. Compromise places a premium on determining rules of exchange between the two parties. Also, compromise does not always result in the most creative response to conflict. Compromise is not so useful for resolving conflicts that stem from power to asymmetry, because the weaker party may have little to offer the stronger party. However, it is a sensible reaction to conflict stemming from scarce resources.
5. _____ = _____
 Both assertiveness and cooperation are maximized with the hope that integrative agreement will occur that fully satisfies the interests of both parties. Emphasis is put on a win-win resolution in which there is no assumption that someone must lose something. Rather it is assumed that the solution to the conflict can leave both parties in a better condition. Ideally, collaboration occurs as a kind of problem-solving exercise. It probably works best when the conflict is not intense and when each party has information that is useful to the other.

Prepared by Dr. Jenny Hughes, Agnes Scott College, Decatur, GA

What Do I Value?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Dave's Five Concepts of Dealing with Conflict

- 1. If you have a conflict with someone and you do not take it _____ that _____, then it can't be _____.
- 2. Deal with conflict _____-on-_____: _____ in public, _____ in private.
- 3. Use the three _____ system: _____, _____, _____.
- 4. Learn to _____ the _____ from the _____.
- 5. Confront the _____ with a _____.

Your ASMVC Legacy

Roles and Responsibilities

Preamble

We, Moreno Valley College (MVC), to establish an effective student government, recognize the inherent rights and responsibilities of _____, represent _____ interests, rights, and concerns, and stimulate student _____ of and _____ in the many academic, cultural, social, and community opportunities available at the college, do hereby establish these By-Laws of the Associated Students of Moreno Valley College.

Executive Cabinet Officers

The Executive Cabinet shall consist of the: _____, _____, Board of Commissioners _____ and Co-Director, Inter-Club Council _____ and Co-Director, Multi-Cultural Advisory Council _____ and Co-Director. All Executive Cabinet members are voting members.

Due to Covid-19, the Executive Cabinet decided to combine BOC and MCAC with the _____ (EPC). There will be an appointment of an EPC Director and two Co-Directors, the Director must be ratified by a majority vote of the Senate.

President

1. Serve as an _____ to the College President
2. Summon and _____ over weekly Executive Cabinet (E.C.) meetings
3. Act as the official _____ between the Riverside Community College District (RCCD) and the Student District Consultation Council (SDCC)
4. _____ the Chief Justice, and the Directors of the ICC, BOC, and MCAC, in conjunction with the advisor and the approval of the Senate

5. Assume other _____ as assigned by the College President and ASMVC Advisor and ASMVC Senate
6. Fulfill duties as _____ in College Constitution/By-Laws
7. Give a formal oral _____ once a month to the Senate. If the President is unable to attend a meeting, a _____ report must be sent to the Senate and the ASMVC Advisor
8. Prepare and post _____ under the Brown Act

Vice President

1. Be prepared to _____ the role of President in the event of a long-term vacancy, or assume the role of acting President in the event of a short-term vacancy
2. _____ Officer of the Senate and preside over all Senate meetings and only vote in the event of a tie
3. Serve as a _____ member of the Executive Cabinet (EC), provide a weekly written Senate report to the EC, and attend all EC meetings
4. Advise and assist the President in the _____ of their duties
5. Assume other duties as _____ by the President and Advisor
6. Fulfill _____ as delineated in College Constitution/By-Laws
7. Receive Standing Committee Chairpersons' _____ reports and must send reports to the Chief Justice monthly
8. Prepare and post agendas under the _____
9. Appoint a Senate President _____, who shall assume the duties of Presiding Officer of the ASMVC Senate in the event of a long- or short-term vacancy
10. Be the Region IX (9) _____ or appoint a designee in consultation with the Advisor and ASMVC Senate
11. Be the _____ Delegate or appoint a designee in consultation with the ASMVC Advisor and ASMVC Senate

The Cabinet Secretary

1. Be appointed by the _____ with a majority vote of the Senate
2. Be the Chief _____ Officer of ASMVC
3. Attend all Executive Cabinet while _____ minutes

The BOC Director

1. Appoint a _____ in consultation with the Advisor
2. Summon and preside over all _____ meetings
3. Prepare and _____ agendas and minutes under the Brown Act
4. Plan and execute all BOC _____
5. Appoint a person(s) or committee(s) to _____ the business of BOC
6. Set BOC _____, with approval of Advisor
7. Report to and attend all _____ meetings

BOC Co-Director

1. The Co-Director shall be appointed by the _____ in consultation with the Advisor
2. The Co-Director shall serve as a _____ of the Executive Cabinet
3. The Co-Director shall:
 - a. Assume the Duties of the BOC Director in the Director's _____
 - b. Keep minutes for all BOC _____
 - c. Assist in the _____ and planning of activities sponsored by BOC

The MCAC Director

1. Appoint a Co-Director in consultation with the _____
2. Summon and preside over all MCAC _____
3. _____ and post agendas and minutes under the Brown Act
4. Plan and _____ all MCAC events
5. Appoint _____ to expedite the business and maintain order in MCAC

6. Set MCAC mandates, with approval of _____
7. _____ to and attend all EC meetings.

MCAC Co- Director

1. The Co-Director shall be appointed by the Director in consultation with the _____
2. The Co-Director shall _____ as a member of the Executive Cabinet.
3. The Co-Director shall:
 - a. _____ the Duties of the MCAC Director in the Director's absence.
 - b. _____ MCAC meeting minutes.
 - c. Assist in the coordination and _____ of activities sponsored by MCAC
 - d. Maintaining the _____ of the MCAC

The ICC Director

1. Appoint a Co-Director in _____ with the Advisor
2. _____ and preside over all ICC meetings
3. Prepare and post agendas and minutes _____ the Brown Act
4. Plan and execute all _____ events
5. Maintain an active roster of all _____
6. _____ committee(s) to expedite the business and maintain order in ICC
7. Set ICC mandates, with _____ of Advisor
8. Report to and _____ all EC meetings

The ICC Co-Director

1. Assume the duties of the ICC Director in the Director's _____
2. Keep ICC _____ minutes

3. Inspect the roll and notify a club's advisor and president when the _____ has incurred two (2) absences from ICC meetings
4. Assist in the coordination and planning of activities _____ by ICC
5. Assist in the promotion of better _____ between clubs
6. Serve as a voting member of the _____

The ASMVC Senate

1. Pass _____ (bills, resolutions, and recommendations), propose amendments, enforce governing documents, and initiate programs and activities
2. Initiate legislation for raising _____ and be responsible for approval of the ASMVC budget
3. Send all legislation that is passed to the College President for _____ before enactment
4. _____ by a majority vote all appointments to ASMVC offices within the three branches, including shared governance committee members
5. Have the power to enact _____ against all elected and appointed officers of ASMVC with a two-thirds (2/3) votes of its' membership
6. Cannot hold an Executive position in _____ club or organization
7. Choose its officers from the _____ body, provide penalties to compel the _____ of members (refer to Article V of the By-Laws) and establish _____ about censure, expulsion, and impeachment (refer to Article IX of the By-Laws)
8. Meet weekly during the academic semester and may be reconvened for special meetings by any Senator. To hold a special meeting, a _____ must be made
9. Shall keep a record of all meetings, publish decisions and legislations in the Senate _____

10. Be responsible for _____ the Vice President and Committee Chairperson which committee they wish to serve on by the second Senate meeting of the semester
11. Approve _____ to a by-law by a two-thirds (2/3) vote of non-censured Senate members.

The Senate Pro-Tempore

1. Be appointed by the _____
2. Assume the _____ of the Presiding Officer of the Senate in a short- or long-term vacancy
3. Fulfill all Senate duties and serve as the _____
4. Attend all Senate meetings as a voting member while _____ minutes

The Chief Justice

1. Serve as Presiding Officer of the _____
2. Perform all other duties delegated to them by the _____ of the Supreme Court, and by the _____ Authority interpreting the terms “Chairperson” and “President” as applying to them or by an act of the Supreme Court
3. Provide _____ written reports to the Vice-President of the ASMVC Senate
4. _____ and record Senate, ICC, BOC, MCAC, and Committees of the ASMVC Senates’ attendance
5. Preside over _____ proceedings against all elected or appointed officers of ASMVC
6. Serve as a _____ or appoint a designee for student disputes upon request

The Supreme Court

1. Interpret the Constitution and By-Laws of the ASMVC to ensure the _____ of the student government and clubs,

- upholding the principles of _____, _____
government, and _____ of law
2. Issue _____ regarding filed grievances and serve as the ASMVC representatives to informal grievance proceedings
 3. Facilitate Open Forums, allowing students to discuss issues and to air their concerns, and encourage participation in the _____ of policy
 4. Serve as resources to the Student Senate in _____ and judicial matters
 5. Uphold the use of standard _____

Confidence in Leadership

Watch for _____ moments and opportunities.

Five (5) Key Points to Confidence in Finding Your Purpose

1. _____
“Obstacles are those frightful things you see when you take your eye off your goal.” Henry Ford
2. _____
“Whatever you can do or dream you can, begin it. Boldness has genius, power, and magic in it.” Johann Wolfgang von Goethe
3. _____ : _____ and _____
“You are never given a wish without also being given the power to make it come true.” Richard Bach, Illusions
4. _____ and _____

“Opportunity is missed by most people because it is dressed in overalls and looks like work.” Thomas Edison

5. _____:

“Here is a test to determine if your mission on earth is finished: If you’re still alive, it isn’t.” Richard Bach, Illusions

“Some people say I have attitude - maybe I do. But I think you have to. You have to believe in yourself when no one else does – that makes you a winner right there” Venus Williams, Tennis Champion