



Leading in the Virtual World

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I. Roles of Good Club Leaders

- A. Run _____ in an orderly fashion
- B. Ensures that all activities are _____ with school policies, philosophies & procedures
- C. Set a _____ tone for the organization
- D. Be the _____ and _____ for the group
- E. Help the shape the _____ for the organization

II. Successful Advisor Tips

- A. Attend meetings and events but _____ run them
- B. Give ideas and _____ about programs, projects, and the direction of the organization
- C. Allow the students to make _____
- D. Manage the _____ Board
 - 1. Show them how to _____ effectively
 - 2. Be a _____!
 - 3. Encourage all _____ to be involved and engaged.

III. Engagement and Meetings

- A. How to Conduct Great Meetings
 - 1. Great meetings are vital to the _____ of organizations and maintaining members!
 - a. Have an _____, with a clear call to order.
 - b. _____ on time

c. _____ on time

2. Running Meetings: Basic Agenda

- a. **Call to Order** – Start of the meeting
- b. **Quorum** – The number that must be present to hold a meeting
- c. **Reading of the Minutes** – Record of the previous meeting
- d. **Officer Reports** – Officers report on their activities, concerns, needs, etc.
- e. **Committee Reports** – Committees report on their activities, concerns, needs, etc.
- f. **Old Business** – Items left over from previous meetings
- g. **New Business** – New items for consideration
- h. **Announcements** – Information for the benefit of the organization
- i. **Adjournment** – End of the meeting

B. Engagement: Virtual Meetings

- 1. Stay on _____
- 2. Get _____ from a lot of people
- 3. Make _____ feel welcome with a greeter and practical interactions (icebreakers)
- 4. Play _____ before and after the meeting
- 5. Provide _____ time as much as possible
- 6. Provide an emergency _____ number for people to call if they cannot access the meeting
- 7. Check all the _____ before you start:
 - a. Run an _____ check
 - b. Test your _____

- c. Use an _____ cable for better connection
- 8. Enable _____ controls to limit
 - a. _____ between participants
 - b. The ability to _____ themselves
 - c. _____ on slides
 - d. _____
- 9. Use the _____ room feature or password
- 10. Suggest everyone keep their _____ on for accountability and personal connections
- 11. Use _____ rooms for icebreakers, work sessions, or focus groups
- 12. Run _____ to keep participants engaged
- 13. Start the _____ by asking each person how they are doing and to find out what's new
- 14. Encourage members to use the chat feature to ask questions and offer solutions to others
- 15. _____ the session so members who could not attend it live can watch later

C. Ideas to support your members

- 1. Build your members in the current, _____ world
 - a. _____ appointments to get them talking and away from their screens
 - b. Do _____ by phone , text, social media, email, driving by, socially distanced

 - c. _____ sessions to help them find their strengths and areas for improvement – individual and intentional

d. Meet them where they _____!
 Find out what is going on with them, their family, and school and how your club/organization can support them and get their involvement.

2. Connect and build _____ with other groups on campus

IV. Delegation and Leadership

A. _____ is the process of getting things done through _____.

B. This requires leaders to have skills in _____. These skills include:

1. The ability to _____.
2. A need to _____.
3. The provision of continuous _____.
4. Effective _____ techniques and tactics.
5. A clear and defined _____.

C. When delegating, you have to be willing to _____ and let _____ do their _____.

V. Tips to motivating others

A. Identify the _____ and what you are trying to _____.

B. Determine _____ you want to motivate.

C. Find that person's _____.

D. _____ that person for _____ you want. Never fear _____!

VI. Delegating _____ !!

A. I cannot trust others to be responsible: How can they _____ you?

B. You will lose control: Let others _____ you.

C. The person at the top has all the answers: Ask for _____ from others.

D. It is easier and faster to just do it yourself: But, will it be _____.

- E. Delegation diminishes your prestige: It will _____ it!
- F. Others will receive recognition: As the leader, _____ will, too.
- G. Delegation is impossible, everyone's too busy: People can make _____ for anything that want to.
- H. No one sees the big picture like you do: Share your _____.

VII. Keys to Motivation

- A. Make sure the job is clearly _____.
- B. Expectations must be _____ and within an established _____.
- C. Ensure that the person has the _____ and _____ to do the job.
- D. See to it that the person is _____ to accomplish the task.
- E. Provide adequate and on-going _____.
- F. Give _____ that are clear and meet the needs of the person.
- G. Make sure _____ to do the job are available.
- H. The _____ must be satisfying to do.