

Action Team Article

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If March comes in like a lion, it will go out like a lamb? Is there any truth to this saying?? With March being such a changeable month, in which we can see warm spring-like temperatures or late-season snowstorms, you can understand how this saying might hold true. We only hope that if March starts off cold and stormy, it will end warm and sunny. The key word is *HOPE*.

(Farmers Almanac.com)

Getting Ready for the
New Year!



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Characteristics of a
Good Queen/
Chairman/ Leader

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Chairing Sessions:

One of the most important roles of the Queen is steering the temple through its business effectively and efficiently.

Getting Ready for the New Queen's Year!!

In regards to the Queen running the session's business meetings, the Queen is KEY to ensuring that the Subordinate Temple functions properly, that there is full participation during sessions, that all relevant matters are discussed and that effective decisions are made and carried out.

FOUR MAIN DUTIES OF THE QUEEN (WHEN CHAIRING THE BUSINESS SESSION)

- ❖ To ensure the Subordinate Temple functions properly—the Queen is responsible for making sure that each session is planned effectively, conducted according to the *Supreme Temple Bylaws* and Subordinate Temple Bylaws and that matters are dealt with in an orderly, efficient manner. The Queen must make the most of all her committee members, officers and “lead the team”.
- ❖ To ensure the Subordinate Temple is managed effectively—the Queen must work with the membership to ensure that appropriate policies and procedures are in place for the effective management of the temple.
- ❖ To provide support and direction for the temple—the Queen sets the tone for the year and needs to ensure that a positive attitude is embraced.
- ❖ To represent the Subordinate Temple as the “presiding officer”—the Queen is called upon from time to time to represent the temple and many times to be its spokesperson.

BEFORE THE SESSION

- ❖ Plan the agenda with the officers/TEAM-monthly officer meetings are a great idea
- ❖ Identify which agenda items are for information, discussion or a decision
- ❖ Be well briefed about each item and actions taken since the last session
- ❖ Ensure that all relevant arrangements have been made, e.g. room layout
- ❖ Arrive in good time before the session is due to start
- ❖ Be prepared



DURING THE SESSION....

Communication

- ❖ Welcome everyone!
- ❖ Recognize pro-tems
- ❖ Ensure that additions or amendments to minutes are recorded
- ❖ Set the scene. Briefly highlight items to be discussed
- ❖ Try to be brief in making a point

Control

- ❖ Maintain control
- ❖ Allow flexibility and freedom of expression
- ❖ Keep to the agenda
- ❖ Ensure quorum is present
- ❖ Ensure time is used effectively

Coax

- ❖ Ensure full participation

Clarify

- ❖ Ensure everyone understands what is being discussed
- ❖ Summarize

Decision Making

- ❖ Ensure decisions are made in the best interest of the temple

Guide

- ❖ Above all, remember that you are there to guide the meeting
- ❖ Steer members to work harmoniously and purposefully as a team
- ❖ Maintain open communication with the team

AFTER THE SESSION....

- ❖ Summarize decisions taken and action points to be followed up
- ❖ Set dates for the year's meetings
- ❖ Work with officers regarding special items for next session's agenda



CHARACTERISTICS OF A GOOD QUEEN/ CHAIRMAN/LEADER

- ✓ Speak clearly and succinctly
- ✓ Be sensitive to the feelings of the ladies
- ✓ Be impartial and objective
- ✓ Start and finish on time
- ✓ Be approachable
- ✓ Be tactful
- ✓ Be able to delegate
- ✓ Encourage committee involvement
- ✓ Show interest in ladies' viewpoints
- ✓ Have sound knowledge of the organization's work
- ✓ Respect confidences
- ✓ Ensure decisions are taken and recorded

Communicating & Mentoring for New Officers

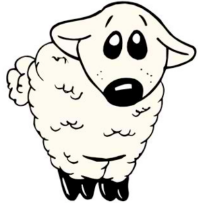
“I’m Responsible for WHAT???”

New officers are a great asset to your temple, but make sure you:

- ❖ Keep them motivated
- ❖ Keep lines of communication open
- ❖ Keep them updated with Supreme Temple communications
- ❖ Explain their responsibilities as stated in the *Supreme Temple Bylaws*
- ❖ Encourage them to purchase their own copy of the *Supreme Temple Bylaws*
- ❖ Explain temple traditions
- ❖ Clarify the duties of the officers for the official visit of the Supreme Queen and Ceremonials
- ❖ Define committee duties and responsibilities
- ❖ Involve officers in the yearly plans
- ❖ Provide them with the calendar of events, lists of committee chairmen and fund raisers
- ❖ Familiarize them with the mentoring program

By communicating with and mentoring your new officers (team), they will feel better prepared to carry out their duties and responsibilities for the temple. They will be more relaxed and have more fun. (Action Team 2010)





DO'S AND DON'TS -CHARACTERISTICS OF A GOOD QUEEN/CHAIRMAN/LEADER



DO	DON'T
Make all ladies feel valued	Be the person who talks most of the time
Strive for consensus	Make all the decisions
Listen to others	Allow one or two people to dominate
Encourage new faces on committees	Cut people out of discussions
Plan for the future	Allow meetings to become unproductive
Make new ladies feel welcome	Make ladies feel foolish or useless
Allow others to take responsibility	Force ladies to contribute to discussions
Keep calm	Lose your temper
Know when to stand down	Stay too long



Resources: <http://www.farmersalmanac.com>
<http://www.diycommitteeguide.org>



Our Five Virtues Guide Us....



Faith...

In believing in each other

Hope...

That there is always an answer to a question

Charity...

That mentors generously give of their time and love

Trust...

That someone is always willing to lend a helping hand

Harmony...

That by working together, love and harmony will prevail