

TEAMWORK ESSENTIALS

Teamwork is so important in achieving the mission of PTA. All board members need to work together and being a leader sometimes means surrendering personal wishes and letting the group decide.

- ❖ Always remember, whatever authority you have comes from the position, not the person. You are a temporary occupant of the position of responsibility.
- ❖ Remember there is not any single best way to do anything.
- ❖ Surround yourself with people who are knowledgeable about your organization; the more everyone knows, the better your organization will function and the less likely that big mistakes will be made.
- ❖ Listen, listen, and listen again. Make it easy for people to talk to you.
- ❖ Delegate, delegate, delegate. Effective delegation saves time, energy and your sanity and increases the variety of approaches. Many need to be asked to join a project.
- ❖ Let others assume responsibility, sooner rather than later.
- ❖ Give credit for accomplishments. No one should doubt he or she is appreciated.
- ❖ Expect competence, but be ready to provide support if needed.
- ❖ Remain flexible in your leadership style; no one style works with everyone.
- ❖ Respect each other.

