

# Line Officers Leadership Workshop

## What is leadership?

Leadership is inspiring and helping people to work toward a goal. You were elected by your Bethel as a representative of them. They have placed their confidence in you to lead them for two and a half years. That means making certain that the activities are well organized, that the members have fun, learn and grow, and that the Bethel is a happy, positive and fun place to be. The members look up to you to be their leader and ensure they have a good experience.

You, as an elected leader, are entrusted with providing the opportunities so the Bethel can achieve goals. Remember that you are here for the members, and it is their term in which they are **letting you** be one of the leaders. Therefore, it is important that you do your best to **meet their expectations**. As an elected leader, you will fulfill your leadership responsibilities when you do your part to help the Bethel reach its goals. This must be your number one priority! You do not represent only yourself, or two or three of your friends in the Bethel or necessarily the wishes of the adult leaders. You now represent the entire Bethel - each and every member.

## What is the role of the Bethel Guardian Council?

The Bethel Guardian Council is restricted to serve as advisors to the Bethel. This is your organization, and the members determine what the Bethel does within what is permitted in the Constitution and Bylaws. The Council members may occasionally take the lead on activities, or push for certain activities to be completed as it is within their responsibility to ensure the Bethel remains on course.

## How do we lead?

There are many ways to lead:

1. **Setting an example** for the other Bethel members to follow by observing what you say and do;
2. **Helping to settle differences** and disagreements by encouraging a spirit of cooperation and togetherness among all members;
3. **Introducing new ideas** that help solve problems and offer new experiences that the Bethel will enjoy.

## What role does communication play?

In order to be effective, you must communicate clearly with the members and especially the Bethel Guardian Council. That means:

1. You must tell the Bethel Guardian Council of your concerns, your desires and your plans. It is impossible for the Council to assist you unless they know all the facts. They can help you to avoid problems by letting them know what you're thinking, feeling and what is happening in the Bethel.
2. You must be open in your communication with the members. Don't shut anyone out! You owe the same treatment to everyone.

3. Communicating means listening to the members. Listen carefully so that you will know what's going on in the Bethel, what the members are thinking and what will help the Bethel operate even better.
4. Keep a positive attitude. Even if you disagree with what's going on or being said, don't let emotions interfere with clear thinking. Analyze each situation based on what you believe is best for the Bethel as a whole. Then offer your opinion weighed in balance with the needs of the Bethel. And when a decision is made, accept it and stand united with the majority. Make the best of every situation.

### **What other leadership traits are important?**

1. Help to develop a team spirit in the Bethel. You can only be successful if you all work together. Your job is to keep the Bethel from dividing into different groups. The bottom line is that you're all here to accomplish the goals, and it can't be done without the support of one member. The presence of a team spirit assures you that you are accomplishing the goals.
2. Be **supportive of the members** and overlook their faults. Everyone has faults, and everyone makes mistakes, including the Bethel Council members. When this happens, try to be constructive, tolerant and tactful.
3. Be fair by treating all members the same and assuring each has an equal opportunity. This leads to an equally good effort from all members.
4. Strive for the success of Bethel goals. Be sure to show more interest in group goals than personal gain. No member has to belong to our Bethel. They can quit at any time. Therefore, to maintain their involvement, you must work for the goals of the entire group. Your personal goals are secondary.

### **What should I do to forward the goals of the Bethel?**

1. Remind members of the Bethel's purposes when they have lost sight of the real purpose for the activities.
2. Provide encouragement by showing appreciation for good ideas and extra effort.
3. Stress compromise and cooperation among the members. If someone is out of line in their activities, then bring the situation to the attention of the Guardian or Associate Guardian.
4. Ask the opinions of others about what the Bethel is doing.
5. Get to know each member. Talk with the members as often as possible. Become familiar with each of them. Then you will be able to know more about them, their capabilities and their thoughts about the Bethel.
6. Be creative in the activities of the Bethel. There are some activities that will have to be done each term, but also search for other activities that are new and different. A dull, repetitious routine can result in boredom and lack of interest in the Bethel. A successful leader is the one who thinks of new and better approaches to activities.

### **Who is responsible for getting what done?**

Everyone should accept responsibility for getting things done in the Bethel. This happens when the elected leaders are actively involved by:

- Ⓜ taking the initiative to make sure something gets done that needs to get done. Don't wait for someone to tell you to do it.
- Ⓜ offer your help and information.

®ask for help if you need it. Get as many involved as possible. Don't wait until the last minute to inform the Council that a project isn't going well.

®be decisive, energetic and enthusiastic.

® know when and how to say "no," whether it is to more responsibilities that you won't have time to complete or to doing something that won't move the Bethel toward its goals.

**How will I benefit from this experience?**

1. You will possess a self-satisfaction when you give it your all and the Bethel and members benefit from your leadership.

2. You will develop greater self-confidence by successfully completing your years of leadership in the Bethel.

3. You will grow in leadership skills which you will be able to apply throughout your life.

## Prospect Party Theme Ideas:

Get the parents and girls to go on a **hayride**. You could even make it a family event, involving other siblings. Serve cider and smores at the end, and give a pitch on when your next Bethel fun event will be. Have petitions ready to hand out!

Send out invitations to a **pyjama party** - but do it in the afternoon! Ask girls to wear their silliest pajamas, slippers, and bring their favorite stuffed animals. Have contests to see who has the funniest jammies! Make sure that the adults dress up too! Have pizza, pop, and petitions!

A prospect party can not only provide an atmosphere for the girls to have fun, but can also benefit the Bethel. Maybe holding a **car wash**, and donating all the money to charity (instead of having it be a Bethel fundraiser) would be a fun way to cool off on a hot day.

We all know that many girls like sports, right? Hold a **volleyball** or **softball** practice during the early summer. Have an informational session about all of the other fun activities that the Bethel does. Sporting activities are just the start of the fun!

Have a summer **pool party and BBQ**. Invite the parents to come and participate. While the girls swim, the adults can talk one on one about Job's Daughters.

Going **sledding** in the winter can be just as fun as anything else - especially for the older girls, who don't get to go sledding as much. Be sure to have hot cocoa, chili, and information on Job's Daughters back at the Lodge for when they are through!

One definite way to grab the interest of a teenage girl is to involve **teenage boys**. Sponsor a dance at a local school, and let the girls be the "decoration committee" with their friends. Let them make the flyers, sell tickets, and decorate the gym. Often times, a school will split the cost - or even pay the whole cost - of a DJ if another organization is willing to do all the work, and provide chaperones. If you can't sponsor a dance at school, try a Job's Daughters/DeMolay dance, or a dance at the local YMCA.

## *Parent Involvement Suggestions*

Have a family potluck dinner at the first meeting of the new term. Between dinner and the meeting, the Bethel Guardian should talk to the parents and pass around the term plans and ask for volunteers for chaperoning the events on the calendar. Put who committed to chaperone each event on the calling list to remind parents who aren't at the meetings.

Calling parents who don't come to meetings and asking if they would chaperone would help get them involved.

Make an effort to call parents whose daughters have petitioned for membership. Invite those parents to come along to functions with their daughters. It will get them used to being involved from the start! They might be more likely to attend meetings and get to know other parents because they will at least know someone's name when they get to a meeting.

Have a parent / daughter event each term - something that really needs a parent to attend for it to be fun for the girls. One idea is a mystery dinner. This is a dinner that the girls serve to the parents - only with a twist. The parents get handed a menu and pick which 4 items they want for each of the 3 courses - only all the items have a code name. The silverware and napkins are part of the items you must pick for each course. After each course is completed, everything is taken away and you don't get the items again - even your silverware.

Start a Mothers Club, and a Father's Club. Each could meet one night a month on different days. They can go to dinner, a movie, the park, have a potluck at the lodge ...something to get them involved with each other without having the girls around. Someone other than the BG should arrange these ...this could be a good job for the Associate Bethel Guardian!

## **SAMPLE LETTERS**

Dear Parents and Prospective Members,

Job's Daughters presents an outstanding opportunity for involving young women in the Masonic Family. The mission of the organization is to mentor young women and present the ideals of leadership, teamwork, self-reliance, community service, friendship and fraternity - similar to all Masonic Family Organizations.

Job's Daughters learn how to work together to achieve their goals, how to raise money and spend it wisely, how to speak to an audience, the fundamentals of parliamentary procedure and how important community service is to everyone. Most importantly, Job's Daughters teaches members about friendship and respect for other people and cultures. Job's Daughters has over 20,000 members in Canada, Australia, the Philippines, Brazil and the United States.

To be a member of Job's Daughters is to be part of a group that promotes friendship among young women and confidence in themselves. Members learn skills that will help them throughout their lives and have fun at the same time.

Bethels meet twice a month and split the year into two 6 month terms. Meetings are usually followed by treats and socializing for a short time. There are also opportunities to participate in fun activities and service projects. We look forward to meeting you soon.

Visit the International Website      <http://www.iojd.org>