

Getting Things Done

How to be a great committee member or Chair
Tips for dealing with volunteers and diverse styles

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Presentation Objectives

- Importance of goals to turn your committee into a team
- Meeting tips and techniques to ensure time is well spent
- Exploring how to motivate the many different types of people
- Reminder that in Rotary we have to engage many different generations

Why Goals are so Important

Group versus Team

Group is a number of individuals who share similar skills and interests



Team is two or more people who need to work interdependently to achieve a common goal



Goals Give Your Committee Focus

- Money raised by online auction
- Number of new club members involved in planning the changeover event
- Improve your club's retention rate
- Give 100 hours of volunteer time
- Increase the number of followers engaging with our twitter account



Meeting Tips and Techniques



Meeting Objectives and Agendas

1. Agenda should be sent out in advance with any reading materials
2. Clearly articulate on the agenda the objectives for the meeting
3. Assign a timekeeper who is different than the facilitator / meeting chair
4. Assign someone to keep a list of decisions made and actions agreed to - ideally have it in a form that can be shared / seen at end of meeting
5. Start and end meetings on time
6. 70-80% of meeting should be FOR YOUR INPUT or FOR YOUR DECISION
7. Don't be afraid to vote on items

Circle and Triangle - Be Clear and Transparent

Circle Time

- Inclusive
- All ideas welcome
- Everyone equal



Triangle Time

- Decision making not input
- The person highest in hierarchy or with greatest expertise makes decision
- Once decision made, everyone to get behind it and support implementing it



Mistakes Chairs and Other Leaders Make

- Not making it clear if it is circle time or triangle time
- Not identifying who will make the decision and by when
- Creating / supporting fake circle time
- Not listening openly to circle time suggestions
- Letting an item that is “for your input” turn into a “we will decide together and right now”
- Not sharing how input changed or influenced decision made



Breakout Session:

What is one thing you
could do differently
when chairing a
meeting / committee?

Motivating Different Types of Volunteers

Achievement

Desire to accomplish something difficult

Characteristics	ACTIONS to Take to Help Motivate Others
<ul style="list-style-type: none">→ Need to get results→ High standard of success→ Respond to challenging goals→ Want to be highly competent→ Like to see things completed	<ul style="list-style-type: none">→ Set specific and measurable goals→ Demonstrate what “above average” achievement would be→ Monitor progress in achieving goals/tasks and regularly provide that feedback

Affiliation

Desire to form close personal relationships

Characteristics	ACTIONS to Take to Help Motivate Others
<ul style="list-style-type: none">→ Need to belong→ Value being engaged and included→ Want to be associated and accepted by the group	<ul style="list-style-type: none">→ Ask the person to represent team or organization and have them report back to team on findings→ Give them advice and specific role in team - not an observer

Autonomy

Value being allowed to be independent

Characteristics	ACTIONS to Take to Help Motivate Others
<ul style="list-style-type: none">→ Independent and self-reliant→ Enjoy working with others that are also independent→ Tend to avoid being governed by rules and systems	<ul style="list-style-type: none">→ Give them parameters and then leave them alone to complete→ Be available, but wait for them to come to you. Being left to “figure it out” in time allotted has greatest appeal

Creativity

Finding novel ways to approach / see issues

Characteristics

- Like to be asked to find a new or different ways to address issue
- Enjoy expressing themselves through pictures, ideas or other non-traditional ways

ACTIONS to Take to Help Motivate Others

- Regularly give this person the role of experimenting or finding novel solutions

Responsibility

Feel accountable for task, process and people

Characteristics	ACTIONS to Take to Help Motivate Others
→ Feel motivated by the responsibility others have placed on them to complete the task or support the people	<div>→ Assign this person a key role and explain why this role is pivotal</div> <div>→ Communicate how you appreciate their contributions</div>

Recognition

Need work acknowledged

Characteristics

→ Want appreciation and praise -
can be given individually or in
public

ACTIONS to Take to Help Motivate Others

→ Do not take accomplishment for
granted: give feedback and
encourage others to acknowledge
value of work

Status

Focus on position

Characteristics	ACTIONS to Take to Help Motivate Others
<ul style="list-style-type: none">→ Like titles and symbols of authority→ Enjoy sense of power and influence	<ul style="list-style-type: none">→ Give person chance to “take the microphone” or otherwise have some power and influence

Security

Want stability and predictability


Characteristics	ACTIONS to Take to Help Motivate Others
<ul style="list-style-type: none">→ Like consistency and sameness→ Want to know that job is safe→ Don't like surprises	<ul style="list-style-type: none">→ In times of change, focus on what is staying the same and not changing→ Remind individual of expectations and longer term security comes to those who meet and exceed expectations

Breakout Session:

What are the 2-3 Motivators that speak to you?


What is a task you have been asked to do in Rotary that really aligned with one of your motivators?

The Four Multi-Generational Groups




Born pre
1946

Traditionalist




Born 1946
to 1964

Baby Boomer



Born 1965
to 1979

Generation X



Born 1980
to 2000

Millennial (aka Generation Y)

Born pre
1946

Traditionalist



- Born prior to 1946;
- Known for civic duty; commitment to faith and country and hard work
- Over 50% of the traditionalist men served in the military and know and respect military management
- Fear of another Great Depression drummed the value of a dollar into everyone from this generation
- Technologically speaking this generation is known for building great cities, highways, railways and airline systems

Born 1946
to 1964

Baby Boomer



- Born after World War II and up to 1964
- Grew up with a sense that anything is possible
- Experienced relatively affluent world
- Had to compete for jobs and most other things
- Not weighed down with immense financial worry
- Boomers focus on their needs and making money
- They demanded social change through the human rights movement
- Boomers questioned authority much more than any other generation; they encouraged equality

Born 1965
to 1979

Generation X



- 1965-1979 Born; Make up 16% of workplace today
- Grew up with 24 hour media coverage
- First to experience personal computer, cable TV, VCR games, fax, cell phones and pagers
- Xer's are independent, goal-oriented and entrepreneurial thinkers
- Linked to a more global world and exposed the Xer's to a world that wasn't as cheery as the boomers generation.
- Observed violence on TV, the AIDS epidemic, the rise in crack cocaine use and divorce rates that skyrocketed.

Born 1980
to 2000

Generation Y (Millennials)



- Born 1980 to 2000 (14 to 34 years old)
- Make up 1/3 of the workforce today – will make up 75% by 2025
- Generation Y grew up in a society in which media and technology blur reality & fantasy
- The Gen Y's have been revered, rewarded by their helicopter parents
- They have been encouraged to take positive actions when things go wrong
- Gen Y's grew up among diversity and they expect the workforce to be diverse
- Technology is an extension of who they are – 96% engage in social media every day

Adjusting Style to the Different Generations

Getting along with *Traditionalists*

- Honor the chain of command
- Value the legacy they have built
- Value their experience
- Appreciate their dedication
- Communicate one-on-one
- Learn the Rotary history

Getting along with *Boomers*

- Show respect
- Choose face-to-face conversations
- Give people your full attention
- Realize that sarcasm is their form of humour

Getting along with *Xers*

- Get to the point
- Use email
- Give them space
- Get over the notion of dues paying
- Lighten up

Getting along with *Millennials*

- Challenge them
- Ask them their opinion/collaborate
- Encourage finding a mentor
- Provide timely feedback
- Understand they have boundaries

	Traditionalist	Boomers	Xers	Y (Millennial)
Job Strength	Stable	Service oriented / team players	Adaptable and techno-literate	Multi-taskers and techno-savvy
Outlook	Practical	Optimistic	Skeptical	Hopeful
Leadership	By Hierarchy	By Consensus	By Competence	By Pulling Together
Time on the Job	Punched the clock	Visibility is key “face time”	As long as I get the job done, who cares	It’s quitting time – I have a real life to live
Feedback	No news is good news	Once a year with documentation	Interrupts and asks how they are doing	Wants feedback at push of a button
Work / Life Balance	Work is first and foremost – to provide	Believes balance can come after paying dues	Wants balance now	Need flexibility to balance activities

Reflection Question:

What might you do differently to better work with the many generations likely in your club?

Review of Today's Presentation Objectives

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- Reminder that in Rotary we have to engage many different generations