

Quick Tips on *Leaving a Legacy*

Projecting a successful leadership image

1. Remember that opinions are formed from what people "see" as well as what they "hear." Your attire sends a message about your agenda. When in doubt always ask what the attire is. (It can be very uncomfortable to arrive at a formal event dressed casually or vice versa).
2. When making appointments remember to leave your phone number in case the person you're seeing has a change of plans. Get the phone number of the person you're seeing in case your plans change. When you find that you can't keep an appointment always call and cancel or arrange to reschedule.
3. Don't make commitments that you can't keep. Follow through is important. It lets people know that you are responsible and dependable.
4. Do your homework! Always verify information before passing it on. (The passing of unverified information is called "spreading rumors")!
5. When you have received assistance from someone, it is important to acknowledge their help in the appropriate forum(s). A little "thank you" goes a long way.
6. Conduct a personal "attitude check". Are you helpful, pleasant, positive? Remember, you set the campus climate.
7. Pick your battles. Identify the players. Be politically astute. Assess the consequences.

Ethics in leadership

In your leadership positions as well as in other aspects of your life, keep in mind some basic principles for ethical behavior:

- Respect autonomy. Don't let your freedom of choice be neglected – as well as that of others.
- Be fair. Treat people equally. Be impartial and objective.
- Avoid harm. Take every possible measure to avoid physical, emotional and psychological harm or threats to one's self-esteem.
- Be true. This means telling the truth as well as keeping your promises and maintaining loyalty.
- Be beneficial. Do what you can to contribute to the general well-being of others, whether it is taking time out of your schedule to help them or simply treating them with kindness.

Quoted from a University of Oregon Leadership Tip

APPLYING FOR A JOB:

You're a leader? Prove it!

When you're applying for a job, one of your most crucial tasks is to stand out -- to be noticed. You can do that by carefully presenting your leadership abilities through your experiences, and especially, your accomplishments. But how do you determine which leadership experiences belong on your resume and which ones don't? One way is to answer the following questions:

- How much can I narrow my job search? That is, how specifically can I describe the position I want?
- What qualifications would an employer want in the person that would fill that position?
- Which of my leadership accomplishments would be of interest to the employer?

Source: Student Leader, February 1995

Transition notes

Think back to your first few days working on your project or in your position. You probably had many, many questions and no one or nothing to turn to. Take the responsibility NOW to make sure this does not happen to the person who takes your place next year by preparing a transition notebook.

The notebook can/should include:

- Introduction- table of contents, contact list of members, birthdays, etc.
- Letter from Advisor- welcome and ways to get in touch with him/her
- Outline of roles and responsibilities
- Historical information- constitution, mission statement, goals, etc
- Officer position descriptions and advice from former officers
- Training information- agendas and handouts from past trainings, retreats or meetings, info on the "how to's" of the organization
- Organizational information- calendar of events, resources

A transition notebook can be shared during the meetings with your replacement. It should cover all aspects of your responsibilities and how those tasks fit into the organization's big picture. Recommend that your replacement file "historical" documents in the notebook such as meetings minutes when he/she has become comfortable with the information. This way, the notebook can be used as a working tool rather than something to be completed at the end of the year (usually during finals!). Each organization is different so feel free to add and delete topics. Your replacement will thank you throughout the year!

Office of Student Life at Austin Community College (2005)

as you say goodbye, leave a little behind...

Many of our finest student leaders, in various positions and roles around the campus, are saying "goodbye" to NC State. If you are one of them, you may be wondering if your legacy will linger after you have left campus. You may question the survival of the organization or group that you have diligently worked for. Your organization will last, and you can prepare them for the future.

1. Identify new leaders... You can play an integral part in grooming your fellow members to take the torch and carry it strong.
2. Encourage new leaders... Before you leave, become the cheering section for the other members who are staying.
3. Ensure transition is smooth and orderly... This may sound like an impossible feat, but you can help the transition of your organization to new leadership.

It can be difficult for your organization or group to make the transition to new officers in a new year, but with the suggestions above it should make it easier to pass the torch without burning your organization.