

# Communication and Leadership

LISTEN    INCLUDE    INSPIRE

President and Vice Presidents Act Together to Develop Goals, Fill Committees, Make Appointments, Create “Team Spirit”, and Reach Members and the Public.

Information creates empowerment and develops new leaders.

Potential members will join a garden club  
when they sense the members love garden club.

## HOW TO COMMUNICATE

- IN A MEETING -
  - \*DEVELOP AGENDA; DISTRIBUTE TO ALL THE MEMBERS—INCLUDE IMPORTANT INFO
  - \*LEARN HOW TO CONDUCT A MEETING SO IT RUNS SMOOTHLY AND QUICKLY (time mgmt.)
  - \*HAVE A PURPOSE/OBJECTIVE; COME PREPARED! (Progress rpts., Decisions, Information, Program)
  
- WITH MEMBERS -
  - FACE-TO-FACE, TELEPHONE, MINUTES, EMAILS, FACEBOOK, WEBSITE, CLUB YEARBOOK, NEWS LETTERS
  - FORWARD ELECTRONIC COPIES OF MONTANA GARDENS, NGC KEEPING IN TOUCH, THE NATIONAL GARDENER
  - HELP MEMBERS FEEL PART OF THE GROUP
  - ENCOURAGE PARTICIPATION IN DISTRICT AND STATE MEETINGS
  
- WITH THE PUBLIC -
  - FACEBOOK, WEBSITE, NEWSPAPER STORIES AND ANNOUNCEMENTS, CLUB BROCHURES / CARDS AT PUBLIC VENUES (library, Chamber, fitness clubs, church bulletins, hair salons, nurseries and greenhouses)