



# Team Up For Success

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# Committee vs. Team

- **Committee:** a small group of people appointed for a specific function, typically consisting of members of a larger group: "the housing committee"
- **Team:** a small group of people who come together for a common goal
- **Why use the word TEAM?**

# Examples of Teams

- Branch Board of Directors
- Strategic Planning Team
- Membership Team
- January Program Planning Team
- Special Event Decorations Team
- Nominating Team
- Bylaws Revision Team

# Why Form Teams?

- More productive than the large group
- Focused on team goal/purpose; more efficient
- Opportunity for all members to contribute
- Opportunity for personal and leadership growth
- Team members know they are contributing to the larger goal: AAUW's mission

# Positive and Negative of Teams?

- **Positives**
  
  
  
  
  
  
  
  
  
  
- **Negatives**



**“Problems with some boards include: a lack of direction, poor accountability, lack of respect among members, pushing personal agendas, poor communication ...”**

[www.healthcaregovernancereview.org](http://www.healthcaregovernancereview.org)

# Negative Team Behaviors

- We never seem to get anything done
- Conflict between members
- One person dominates
- Can't we agree on anything?
- One person is not doing anything

# What is a “Highly Successful Team?”

- Cohesive unit with common purpose
- Clear goal
- Has the resources to be effective
- Shared responsibility and results

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# Getting to Know Each Other (Bobbie's Board Bonding)

- Tell me about your name.
- Tell me about an item in your home which has special meaning to you.
- What movie have you seen that especially moved you and why?

# Step One: Be Clear On The GOAL

## Why:

- Used to recruit the **RIGHT** members
- All team tasks relate to accomplishing goal
- Enables group to know when they have accomplished it

## Who:

- Who will you interact with?      Report to?

## When:

- Timeline

The nominating team shall nominate a competent AAUW San Jose Board of Directors for 2015-2016

To achieve this the team will nominate AAUW San Jose members to the following elected positions: . .

The team shall work from January 1, 2015 – March 1, 2015

# Getting Started: Select Roles

## CHAIR: Facilitator of Success

- Convener
- Sends out prework
- Focused on team purpose/goal: keeps the team on track
- Focused on action items: what, who, when
- Facilitator of conversation; listens; vigilant
- Notes that work of team is shared by all
- Stays positive
- Future meetings and action needed before next meeting
- Follows up between meetings

# Getting Started: Select Roles

## Note Taker

- Captures points made by team members
- “Power of the Pen”
- Captures action items: WHO does WHAT by WHEN?
- Captures future meetings
- Distributes notes to all team members in a timely manner

# Positive Team Behaviors

- Everyone is clear on:
  - ✓ purpose of team and how they can contribute
  - ✓ timeline
- On time to meeting; stays for entire meeting
- Did pre-work needed
- Ready to contribute
- Listens to others; open to other's ideas
- Only one person talks at a time

# Getting Team Members Involved

**Introvert – Extrovert**

**Oral – Internal Processor**

- Brainstorm solutions: go around group rather than just those that speak up
- Ask questions to involve quieter team members
- Don't let one person dominate; ask another person to share
- Don't let group get stuck on one point; summarize, determine action, move on

# Team Decision

- **Consensus:** the mutual feeling that all concerns have been addressed and that everyone has been heard and understood; takes more time; check that you have it
- **Compromise:** a decision where members feel they haven't been heard; members feel some did all the taking and others did all the giving



# Team Stages

- **Forming:** Excited but may also be reticent  
Do: Orientation, Structure, Sensitivity
- **Storming:** Disappointment, Reality, Cliques  
Do: Patience, Structure, Accept as normal
- **Norming:** Facilitate – how can I help you be successful?
- **Performing:** Just keep track of Who, What and When? to keep focus on goal

# Team Behaviors



**The Know-  
It-Alls**



**The  
Passives**



**The  
Dictators**



**The "Yes"  
People**



**The "No"  
People**



**The  
Grippers**

# BEHAVIOR STYLES

- **Goal-oriented**
- **Process-oriented**
- **Cheerleader**
- **Data driven**

# Delegation

## What are the barriers to effective delegation?

- I can do it better myself
- People don't follow through
- People will think I don't want to do the work myself
- I am not open to different ways of doing things
- Delegation is way too much work

# Delegation

## JUMP IN, JUST DO IT!!

- Be clear on what you are asking
- Delegate the objective, not the procedure: don't micromanage
- How can I help you?
- Be patient – remember you asked them to do it
- Be prepared for difficulties – help but try not to take task back
- Say "Thank You." (again and again!)



# AAUW Online Resources

## AAUW CA Website ([www.aauw-ca.org](http://www.aauw-ca.org))

Some areas require a login: **user name:** member **password:** aauwca

Leadership Training:

<http://aauw-ca.org/index.cfm?go=pages.view&pagesid=333&parent=332&coparent=333>

## AAUW National Website ([www.aauw.org](http://www.aauw.org))

*Lead On*, AAUW's monthly member leadership e-newsletter:

[https://svc.aauw.org/contact/index\\_LeadOn\\_signup.cfm](https://svc.aauw.org/contact/index_LeadOn_signup.cfm)

Member Leadership Program's page: <http://www.aauw.org/what-we-do/member-leadership-programs/>

How to Spice Up Your Programming:

<http://www.aauw.org/resource/how-to-spice-up-your-branch-programming/>

How to Use the Relational Recruitment Method to Grow Your Branch:

<http://www.aauw.org/resource/relational-recruitment-method/>

How to Design an Engaging Planning Meeting: <http://www.aauw.org/resource/how-to-design-meetings/>

AAUW Programs in a Box: <http://www.aauw.org/resources/by-type/programs-in-a-box/>

Member Services Database: <https://www.aauw.org/login/> (requires your member id to log in)