

*Bits,
Tips,
and
Power Points*



ADMINISTRATOR'S GUIDE
MIDDLE SCHOOL INITIATIVE
BITS, TIPS, AND POWER POINTS

The following is a list of suggestions that are found in *Bits, Tips & Power Points; 500 Practical Ideas and Insights for Nonprofit and Association Leaders*, by Richard J. Maladecki. This excellent book of advice is available through the American Society of Association Executives, (202) 626-2723.

- Always look people in the eye when speaking to them.
- Designate meetings as "team meetings."
- Always return phone calls within 24 hours.
- Send personal holiday and birthday cards to your members.
- Appoint an individual or become the person responsible for recording your organization's local history.
- Send out "thank-you-for-your support" letters within 48 hours (personalize the note, if possible).
- Maintain accurate staff attendance records.
- Hold at least one formal volunteer appreciation function annually.
- Learn and use the names of the spouses of your primary volunteers.
- Become active in your Chamber of Commerce. Doing so may provide you with valuable contacts.
- Send out at least one press release, with photo, per month.
- Start and end all meetings on time.
- Always remember that you are in the people business.
- Meet periodically with leadership from neighboring units. Exchange information, develop mutually beneficial partnerships (marketing, public relations, etc.), and share concerns.

- Design a customized thank you note, with matching envelope, featuring your business card. Consider enrolling in a Dale Carnegie Human Relations Course (scholarship opportunities may be available).
- Regularly use cable public-access channels and/or cable community bulletin boards to promote your organization's activities.
- Build team spirit with programmed social time.
- Establish your reputation as an "on time" professional. Always be punctual for meetings.
- Maintain accurate personnel files and take the time to update them weekly or monthly.
- Solicit volunteer and financial support from local service clubs, such as Kiwanis, Lions, and Rotary.
- Print posters to promote an organization activity. Then, post these in store windows (enlist the help of volunteers to place the posters).
- Develop a "friends of" the organization group. This group could assist with a special annual fundraising event.
- Have your organization participate in an "adopt a highway" program.
- Develop master "to do" lists for use before board meetings, volunteer recognition events, special events, trade shows, etc. Refine each yearly.
- Conduct a member's orientation for new members.
- Strive for positive and effective community relationships.
- Periodically, host a staff and spouse gathering (Friday dinner or barbecue) at your home.
- On a regular basis, invite a member who has successfully completed one of your organization's educational programs to offer a testimonial at meetings (this helps to create ownership of the program).
- Conduct a monthly staff brainstorming session; address one process or procedure per session, with the understanding that conclusions generated will be implemented.
- Always be member-sensitive.

- Place an advertisement in your local newspaper for volunteers, or check to see if the newspaper has a free listing/column for volunteers.
- Secure a booth at a nonprofit fair or shopping mall to promote your organization and to recruit potential volunteers.
- Host a "first timers" social event for new members. This will help to make members comfortable. Never make a promise to your members or staff that you cannot keep.
- If an individual voices a legitimate concern or complaint regarding your organization, visit him or her to address the concern face to face.
- Personally, and tactfully, invite non-active members to become involved in one aspect of the organization.
- Develop positive working relationships with representatives of the major periodicals of your area.