



Watershed Leadership

The Ten Commandments of a Coordinator/ Director

1. Thou shall remember that Boards have no memory for decisions made last month, and *never take it personally*.
2. Thou shall talk to each board member every month, by phone and by snail mail: *email makes bad things seem worse and good-things seem ho-hum*.
3. Thou shall remember that *board members are your best volunteers* and never be negative about their ideas.
4. Thou shall *keep a list of board requests* made of you and your staff and report back at each board meeting.
5. Thou shall *ask board members to take on specific assignments* in front of their peers and ask them to report on them at each meeting.
6. Thou shall not fail to pay your employer taxes.
7. Thou shall keep all lists, enter all data, maintain all files for *every donation*.
8. Thou shall *document all expenses* with invoices and check numbers.
9. Thou shall not mix organizational funds with private funds or use restricted funds for cash flow without board permission.
10. Thou shall *celebrate victories* with your board!

A Sustainable Group has at least one “Intentional Leader”

Attributes of an “Intentional Leader”:

- Speaks from the heart as a recruiter
- Orients and trains others
- Delegates authority and well as responsibility
- Practices letting go

Attributes of an “Accidental Leader”

- Charismatic extrovert
- Reliably does the work themselves
- Too busy to do recruiting and training
- Can do a six-second “sound bite” for the media.