

Eastern Star Vision Meeting Trinidad, CO, April 29, 2006

This dynamic session was led by Mary Felton, PGM (Minnesota), Mary Puckett, PGM (New Mexico) and Barbara Johnson, PGM (Colorado). Ideas regarding leadership, planning, communication, and membership tools were shared.

Planning:

5 Steps to Planning

1. Strategic Vision
Where do we want to be?
2. Assessment
Where are we now?
3. Objectives
How can we get there?
4. Goals
How do we make it happen?
5. Feedback
Are we doing the right thing at the right time?

Strategic Vision

Not an easy task - Discussion is important
Features that make up an ideal chapter
Concise - no more than 3-4 sentences
Best if written by several people
"_____ Chapter #_____ is:"

Assessment

Current status of Chapter in all areas
Ritual
Finances
Attendance and participation
Member support
Membership
Community Involvement
Communication
Others

Objectives

Where to concentrate effort
Plans for 3-5 years
Marketing ideas
Priority lists
Ongoing projects
Innovative ideas

Goals

Specifics of Planning - usually within one year

- S - Specific
- M - Measurable
- A - Attainable
- R - Results driven
- T - Time-bound

Feedback

Set regular times for planning meetings
Check results
Change focus if necessary

What is working well? What is not working well?
What should we start doing? What should we stop doing?
What should we do more of? What should we do less of?

Strategic Plan - update periodically
Publicize objectives and goals
Remind membership periodically
Announce results
Celebrate successes

Finally

Share Vision Statement and Operating Plan with members
Get "buy-in" from membership
Don't just appoint a committee then file document away
Keep refining the plan
Create new or different goals when needed
Communicate, Communicate, Communicate

Most important - Get started and persist!

Communication:

The 5 step communication process

1. Be direct and to the point
2. Always show consideration, respect, and recognition of the person with whom you are in communication
3. Focus on specifics
4. Explain your own reaction
5. Make it a two-way communication. Look at the person - not the walls, ceiling, or furniture

Communication goals

1. Communication is the glue that holds an organization together.
2. Communication strengthens the bond between sisters and brothers - regardless of distance.
3. Any communication is recognition of someone else and thus is a "pat on the back".
4. Communicate only the truth, the whole truth, and nothing but the truth.
5. Communicate only that which is uplifting.
6. Communicate worthwhile programs from other chapters.
7. Communicate the OES programs on all levels that improve members' lives. Be aware and eager to talk about them.

How to improve communication

1. Broaden your circle of acquaintances and network
2. Reinforce present relationships
3. Phone members regularly to say hello and share information
4. Utilize multiple communication media: e.g. telephone, letters, email

Membership Tools:

- Chapter Mentor Suggestions

Please scroll down to the next page!

SUGGESTED ACTIVITIES OF A MENTOR

1. The Mentor should sit outside with the candidate before initiation. This is a great opportunity for them to get to know each other. Also, the Mentor can answer any questions or concerns that the candidate might have before being initiated.
2. After the initiation ceremony, the new member should be seated with the Mentor and other Chapter members.
3. After the close of the meeting, the Mentor should introduce the new Sister/Brother to as many members as possible.
4. Mentor and new member should exchange addresses, phone numbers and e-mail addresses.
5. Mentor is encouraged to call the new member before each meeting and special activity to remind her/him, encourage her/him to attend and make sure she/he has transportation.
6. It is suggested that the Mentor sit with the new member at meetings to explain our activities and to answer any questions. If Mentor is involved in some project for the Chapter (refreshments, set up, etc.), make sure the new member is part of the activity.
7. Mentor should continue to introduce new Sister/Brother to others.
8. Mentor should find out what the new member would like to do in our Order and encourage her/him to participate. (Mentor should probably report this to the Worthy Matron.)
9. Mentor should make sure the new member is aware of other Eastern Star Chapters and the Grand Chapter of Colorado. She/He should be encouraged to participate in their activities.
10. Mentor should also inform the new member of the various Eastern Star programs: Scholarships, the Robert Russell Eastern Star-Masonic Center, plus any and all Eastern Star charities. The new member may also be interested in other organizations in the Masonic family, such as Job's Daughters, Rainbow or DeMolay.