1. Introduction

- Who we are, what we do, and why we are here…
- LDC’s Leadership Lab Subcommittee is tasked with identifying and developing resources useful to other LDC subcommittees and to INTA committee chairs and vice chairs related to Leadership Labs are designed to assist committee chairs and vice chairs with becoming more effective leaders
- More specifically, the purpose of the session is to:
  - Specify the resources that presently exist to assist chairs and vice chairs
  - Identify any potentially useful new resources that might be created
  - Crowd-source solutions with other committee leaders
- Poll the room:
  - Outgoing leaders (Chairs or Vice Chairs moving on)
  - Rising leaders (From Vice Chair to Chair)
  - Incoming Leaders (New Chairs or Vice Chairs)
  - INTA Staff
  - Leadership Development Committee
  - Any others (i.e., Group Coordinators, Global Advisory Council, Board of Directors, etc.?)
  - Did anyone come as a full team?

2. Governance Overview

- Strategic Plan
- Composition and Responsibilities of the Board
- Committees of the Board
- Board and Committee Interaction
- Global Advisory Councils (GAC)
- Programming Advisory Council
- Planning Committee

3. Committee Management Toolkit

- Familiarize yourself with the Committee Management Toolkit, which contains any and all documentation related to committee participation. A great one-stop resource you may want to download or bookmark!

4. Transition Responsibilities and Procedure – Discussion

**Responsibilities for outgoing leaders:**

*Pass the baton to the incoming committee leaders.*

- Finalize 2018-2019 Objectives review – this helps the 2020-2021 objectives development process.
- Pass on the records, goals and objectives, meeting minutes, work product, files, and deliverables.
- Prepare status reports on continuing projects. Be sure to finish up any unfinished projects and if the projects cannot be finished, inform the new committee leaders of projects that have been left unfinished with sufficient detail to finish them during the new committee term.
• Meet with the incoming leaders to reflect on the past term.
• Share your successes, areas for improvement, lessons learned, and undocumented wisdom, and inspire the incoming leaders in their leadership roles for the new committee term.

**Responsibilities for incoming leaders:**

*Familiarize yourself with INTA’s Strategic Plan, and set goals and objectives for your committee’s work.*

- Consult the [2018-2021 Strategic Plan](#) and determine what role your committee plays in carrying out the Plan’s objectives.
- Develop SMART objectives to achieve the Plan’s objectives and use those to guide the work of your committee for the next two years.
- Avoid reinventing the wheel. Consider how other INTA committees buttress or otherwise support those same Strategic Plan objectives and coordinate as appropriate with those committees. Be sure to review the [INTA Committee Structure](#) and [Committee Descriptions](#).

*Understand the history of your committee.*

- If available, review the end-of-term memorandum from the outgoing leaders summarizing the activities and achievements from the past term.
- Review the minutes/reports of the past committee term.
- Meet with outgoing committee leaders.
- Study deliverables of the past several years, or consult your staff liaison for more insight.
- Determine what tasks prior committees accomplished, and what tasks they aspired to do but did not achieve
- Understand how prior iterations of the committee prioritized its work
- If available, review evaluations from past committee members, which may be helpful in structuring the committee during the new term.

*Utilize your INTA staff liaison.*

- Meet with your INTA staff liaison at the Leadership Meeting before your committee launches.
- Understand your liaison’s personal history with INTA, the committee, and other staff responsibilities.
- Solicit your staff liaison’s views and assistance on the topics listed in this checklist.
- Solicit your staff liaison’s views on ways your committee might coordinate with other INTA committees/subcommittees on matters of mutual interest.

*Begin thinking about how you will run your committee.*

- Schedule a kickoff conference call in January (introductions of incoming leadership and staff liaison, review of Strategic Plan and where committee’s work fits into the Plan, history of committee, organizational structure of committee, review of initial draft of goals and objectives, and any action items).
- Schedule remaining conference calls well in advance to secure dates on calendars.
- Be considerate of those in different time zones.
- Prepare well for all calls.
- Draft and distribute agendas well in advance.
- Clearly define goals and objectives for the committee’s work.
- Appoint a scribe to take meeting minutes.
- Build consensus. Encourage participation by all meeting attendees – call on the quiet ones and ask for feedback.
- Establish action items and assign tasks to committee members.
- Be deliberate and fair in delegating tasks.
- Find simple ways to build morale and reward participation (e.g., corny gifts for a job well done - baseball hats, T-shirts, or something meaningful to a particular committee, such as a velvet wine bottle if the committee is responsible for non-traditional marks. Share cake, bring in popcorn, or open a couple of bottles of wine at the end of a successful face-to-face meeting. Have fun prizes for deliverables or ideas that are voted by all members of the group as top choices - first, second, and third).
- Be open to different communications styles, show patience, and be a good listener.
- Keep a sense of humor. Remember that INTA is a volunteer organization. Be creative and committed, take the work seriously, but don’t overdo that – and have fun!
- Keep well organized and detailed records during the committee term to be able to transition them to the new leaders at the end of the term.

**Send out a welcome letter or email to the committee members**

- Include a brief description of the committee
- Circulate committee roster if not already distributed by the staff liaison
- Advise of first conference call date
- Ensure that all members are aware of new committee assignment and will join the first conference call

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<tr>
<th>Timeframe</th>
<th>Group Responsible</th>
<th>Action Item</th>
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<tbody>
<tr>
<td><strong>November Leadership Meeting</strong></td>
<td></td>
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<tr>
<td>Leadership Labs at Leadership Meeting</td>
<td>Leadership Development Committee</td>
<td>Incoming and outgoing Chairs/Vice Chairs/Staff Liaisons should attend these benchmarking and training sessions. A special session is also planned for subcommittee leaders.</td>
</tr>
<tr>
<td>Committee Meetings at Leadership Meeting</td>
<td>Outgoing Committee Leaders, Staff Liaisons</td>
<td>Final In-Person Committee Meetings: Outgoing Committee Leaders hold last in-person committee and subcommittee meetings of the term. Especially if there is no meeting scheduled in December, this meeting will normally encompass: • Final wrap-up of committee term • Report of results and achievements • Acknowledgement of volunteer contributions • Incoming committee members and incoming committee leaders are invited and encouraged (but not required) to sit in as observers/guests to familiarize themselves with the work of the committee and to help with a more orderly transition.</td>
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### Transition Meetings at Leadership Meeting

Outgoing & Incoming Committee Chairs and Vice Chairs, Staff Liaisons

Outgoing and Incoming Committee Leaders (including Subcommittee Chairs if already identified) should hold a separate “Leadership Transition Meeting” to conduct the transition and hand-off to:

- Review relevant Committee Records, providing an opportunity for Incoming Committee Leaders to clarify status, get questions answered, and get Outgoing Leaders’ advice regarding the continuation of the committee’s work (next steps, obstacles, etc.)
- Review any other relevant items and share undocumented wisdom (e.g., share info regarding star performers, potential leaders and their development, etc.)
- Note: If it is impossible to schedule a Leadership Transition Meeting for some committees at the Leadership Meeting, then this meeting should be scheduled to occur by conference call before the end of November.

### Advocacy, Communications and Resources Group Meetings

Group Officers, Outgoing & Incoming Committee Chairs and Vice Chairs, Staff Liaisons

Committee Chairs and Vice Chairs attend the Advocacy Group, Communications Group, or Resources Group Meetings held at the Leadership Meeting.

### Committee Objectives for New Term

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<td>By December 6</td>
<td>Incoming Committee Leaders &amp; Staff Liaisons</td>
<td>Submission of committee objectives for new committee term. Some committees also submit subcommittee structure and subcommittee leaders in conjunction with the objectives, while others wait until the beginning of the new committee term.</td>
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<tr>
<td>By January 2020</td>
<td>Planning Committee &amp; Group Coordinators</td>
<td>Review and provide feedback/approval of new committee objectives.</td>
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### Preparation for Start of New Committee Term

| Month of December | Incoming Committee Leaders & Staff Liaisons | Organize for start of new Committee term. December should be used primarily for Incoming Committee Leaders and Staff Liaison to get organized for the start of the new Committee term in January by:

- scheduling the first conference call in January in order to secure a date on calendars;
- planning the agenda for the first conference call; and
- deciding on the approach to selecting subcommittee leaders, if these have not previously been selected. |
| Month of December | Outgoing Committee Leaders & Staff Liaisons | Final business “wrap up” of any continuing projects that could not be completed earlier and complete any transition that needs to occur. |
# Kick Off New Committee Term

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<th>Date</th>
<th>Role</th>
<th>Activity</th>
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| January 2020 | Committee Leaders, Members & Staff Liaisons | Hold First full Committee “kick off” Conference Call – the purpose of this call is to introduce to all members the basic information they need regarding the committee before they break into subcommittee work. This first full committee call should cover the following:  
  • New committee leaders introduce themselves and Staff Liaison;  
  • Review Strategic Plan and Implementation Plan and where committee's work fits into these Plans;  
  • Review the organizational structure of the committee and its subcommittees;  
  • Review approved goals for the committee and its subcommittees;  
  • Describe the approach for selecting subcommittee leaders and members if these assignments have not already been made; and  
  • Give members any assignments they need to complete to get up to speed on the content of committee’s work. |
| By mid-February | Staff Liaisons | Submit final subcommittee structure, subcommittee chairs, and subcommittee members for inclusion in database if this information has not already been provided. Staff Liaison to notify committee members of these subcommittee assignments. |
| February | Subcommittee Leaders and Members | After first full committee call, begin subcommittee calls:  
  • New subcommittee leaders introduce themselves and Staff Liaison;  
  • Review subcommittee objectives  
  • Move forward to begin work on deliverables; and  
  • Give members any assignments they need to complete in order to get up to speed on the content of subcommittee’s work. |
| March | Group Officers and Group Coordinators | Make first report to Board of Directors at March meeting, providing an overview of the transition completion and plans for advancing committee goals and objectives. Thereafter, committee updates are included in the Advocacy, Communications, and Resources Group Reports given at every Executive Committee meeting and Board of Directors meeting. |

5. Leadership Labs, moving forward…
   - What are your thoughts re: how to make transition effective? What more do you need?
   - What other topics do you want us to cover?
   - How can we be useful to you?

6. Conclusion and Q/A and Thanks