

## Leadership Services Commission

### Qualities of an effective PTA leader

- **Listens – carefully.** Successful leaders spend much of their time listening and gathering information.
- **Makes a decision now.** Not tomorrow or next week. Using information on hand today, a successful leader makes the best possible decision.
- **Shares responsibility and blame** with his or her coworkers for mistakes and learns from them.
- **Recognizes talent** and brings it forward realizing that excellent board members will be a credit to the organization.
- **Knows how to nurture and develop** the strengths of each board member.
- **Can be counted on** to follow through: when he says he will do something, he does it, and does it well.
- **Gives constructive and tactful criticism** that supports a board member while teaching her.
- **Provides comfort and understanding** – personally and professionally – to board members who need it.
- **Is mannerly and timely** in all communications ~ verbal, written and electronic.
- **Adheres to ethical behavior** at all times.
- **Keeps the perspective** of all children and families in mind.
- **Models** for the board, the children, the staff and the community the behavior of a good PTA leader.
- **Always says thank you** and shows appreciation for the efforts of others.

