

Muir Organization Head Responsibilities

Be Accountable

Accountability is defined as your willing acceptance of the responsibilities inherent in the position to serve the well-being of the organization; the implicit or explicit expectation that you may be called on to explain your beliefs, decisions, commitments, or actions to other.

Have a Vision

Your members need to know what they are working toward. Your job as a leader is to work with your members to set measurable goals with achievable milestones along the way. Your organization members should know your vision for the group as a whole and for them as individuals.

Be a Good Listener

Good leaders are attentive to all issues. They pay attention to their intuition, and they also pay close attention to what is not being said. It requires a good understanding of people, and it also means being secure enough to ask for honest communication from others. To be an effective leader, you need to let others tell you what you need to hear, not necessarily what you want to hear.

Give Feedback Regularly

A leader shares recognition and power by tapping the capabilities of all members and routinely providing constructive feedback and praise. In an environment of trust, strength lies in diversity of opinions and beliefs. It is important to provide both positive and negative feedback.

Use Teamwork

An effective leader usually does not, and should not, work alone. You should communicate with your members, as well as show them how to work well with each other. All members should be encouraged to participate in the group. Through teamwork, a good leader should lead by example, and inspire others to lead.

Delegate Tasks

A good leader cannot do the job of several people. A leader who tries to control everything will get bogged down by minor details. This behavior also displays a lack of confidence in others. People need to feel valued and given responsibility. You need to be able to delegate to the right people and intervene only at critical moments.

Be Adaptive and Resourceful

Leaders should provide required training and assure that members are prepared for their jobs and responsibilities. You should encourage collective intelligence and working with others, and breakdown any perceived walls within your organization. Leaders should also develop decision making skills, and strengthen critical and creative thinking, especially during a crisis.

Organization Head Responsibilities (Cont.)

Things an Muir Organization Head Should Do (In Practice):

1. **Talk to your Advisor**

Remember, your Advisor is a mentor who can help your plans and programming become a reality! Your Advisor can help you prepare your budget, acquire needed resources, and contribute suggestions and ideas. Meet with your Advisor frequently to keep him or her updated on your organization!

2. **Stay Organized**

Try your best to stay organized. A well organized organization lets its members feel more confident about putting their time and effort into it. If you need help getting organized, take a look at the KEEPING ORGANIZED page or talk to you advisor about organization methods.

3. **Practice and Become Comfortable Delegating Tasks**

As much as we hate to admit it, organization heads cannot do everything alone! Delegating tasks not only helps lessen your workload, but when done with the right mindset, delegation also engages your members and validates their contributions to the organization. Diversifying responsibilities prepare your members for more demanding roles and teaches them valuable skills for your organization.

4. **Reach out to the Muir Community**

Advertise your events to all Muir students! The more attendees you have, the more impact your event will have. Feel free to reach out to other Muir students for assistance, or to student leaders for suggestions and input. All organizations are invited to help the Muir community grow by participating in Triton Day, Welcome Week, John Muir Week, and many other Muir events. Plan your events near Muir to engage the community. Advertise to Muir students at I-House and at the Village! You can use Muirwords, social media, posters, flyers, or word-of-mouth.

5. **Keep notes and evaluations of your events**

Not all events are perfect, but evaluations and notes about the event help future event planners understand what should be improved or changed for the next program. Furthermore, notes and evaluations help you or other officers consider hosting the event again. Establishing events as traditional events at Muir help MCC see the importance of providing support to the organization and the event.

6. **Meet Other Muir Organization Heads**

Mingle and network with other Muir organization heads! Sometimes, many Muir organizations have infrastructure or event ideas that your organization might need! As always, there is always an opportunity for collaboration on programming and event planning. Working with other Muir organizations may also increase the potential of your event; that can range from more volunteers, more funding, or more advertising.

7. **Use the Muir-Org-Head Listserv**

The Ambassadors maintain a Muir-Org-Head listserv to facilitate communication between Council ambassadors and other Muir organization heads. Watch for important announcements affecting your organization and e-mails requesting your opinions. If you want to make an announcement over the listserv or request help from other Muir Org Heads, do not hesitate to contact the listserv at muir-org-head-l@ucsd.edu. Feel free to use this to assist you in reaching out to other Muir organization heads like mentioned in number 6!

8. **Use this booklet**

This handbook was created to assist you in running your Muir organization! Utilize the resources described in this booklet assist you in improving your organization in a variety of different ways.