

Checklist of Topics to Discuss in Preparation for LLL Leadership

Leader's responsibilities version

Use your experience and Leader resources such as *Leader's Handbook*, *The Womanly Art of Breastfeeding*, *Leader's Pre- Application Packet*, Leader publications, etc. Explore, discuss, and/or practice the following topics and skills, relating each to the Leader Applicant's preparation to fulfill the responsibilities of an LLL Leader. Add topics and themes you think would be helpful, and contact your LAD representative for additional suggestions.

Definition of an Active Leader

An active LLL Leader pursues the La Leche League mission through basic Leader responsibilities as defined in the Policies and Standing Rules Notebook and/or other service to LLL. An active Leader's fees are current, she keeps up to date with Leader education, and she communicates regularly with the organization.

BASIC RESPONSIBILITIES

Helping mothers one-to-one by telephone, by email, or in person

Child development/parenting	<ul style="list-style-type: none">• Common parenting concerns among mothers• Solids, infant and toddler nutrition• Weaning• Loving guidance• Relevant LLL philosophy• Separating LLL philosophy from apparently related ideas
Communication/helping skills	<ul style="list-style-type: none">• Helping as an informed peer• The art of listening• Gathering information• Selecting and communicating information• Working with personal biases• Identifying and overcoming obstacles to communication
Importance of respect	<ul style="list-style-type: none">• For individuals; information and experience each brings to a discussion or question• Confidentiality
Telephone/one-to-one helping	<ul style="list-style-type: none">• Organizing materials for phone helping• Telephone helping with young children present• Leader's log• Responding to medical and legal questions• Helping online (online etiquette, where to find "answers" to give a mother, Help Forms)• Email inquiries• Making home visits

Planning and leading monthly Series Meetings

Preparing to lead a meeting	<ul style="list-style-type: none"> • Finding a location (how to; where your Group meets now and why) • Publicizing the meeting • Materials to have on hand (e.g. sign-in sheet) • Setting the scene • Leader's image
Planning a meeting	<ul style="list-style-type: none"> • Approaches, format • Series Meeting topics • Meeting ideas • Back-up topics • Different roles of Leaders and Group workers
Leading a meeting	<ul style="list-style-type: none"> • Creating a welcoming atmosphere • Announcements and disclaimer • Promoting membership • Balancing a discussion • Ensuring LLL information is presented (how to; copy of "Reference to LLL Concepts in <i>The Womanly Art</i>") • Respectful disagreement • Avoiding mixing causes • Limiting personal sharing • Encouraging participation by attendees • Ending a meeting • Common challenges to facilitating a meeting in your Group (and toddlers at meetings)

Supervising the management of the LLL Group

Group Treasury	<ul style="list-style-type: none"> • Record keeping • Group's bank account • Processing memberships • Sales • Fundraising
Group Library	<ul style="list-style-type: none"> • Open or closed Libraries (and which your Group chose, and why) • <i>LLL Bibliography</i> (where to find current copy; what books are included) • Recommending books to mothers • Keeping the Library up-to-date • Ordering Library materials • Keeping track of books

Evaluation /Meetings	<ul style="list-style-type: none"> • When Leaders in your Group do this • How to evaluate a meeting • Importance of reporting • Shared leadership • Group workers—recruiting, evaluation • Appropriate Enrichment Meeting topics • Splitting or starting a new Group • Self-evaluation
Organizing materials	<ul style="list-style-type: none"> • Forms (copies of ones used in your Group/Area/Affiliate) • Leader resources (on paper, in your computer) • Telephone helping materials • Using the <i>Leader's Handbook</i>
Time management	<ul style="list-style-type: none"> • Balancing LLL responsibilities with family needs • Adding or changing LLL commitments • Delegating
Publicity	<ul style="list-style-type: none"> • Meeting notices; what to include and consider, where to distribute

Keeping up-to-date on breastfeeding information

LLL support network	<ul style="list-style-type: none"> • Local and online support Leaders (who they are, what they do, where to find contact information) • Organization of your Area, Area Network, Affiliate, LLLI (including Area Departments) • LLL's accountability to us
LLL publications and documents	<ul style="list-style-type: none"> • LLL Bylaws, LLLI Inclusivity Statement • LLLI policies (Appendices 17 "Concept Policy Statements," 18 "Applying for Leadership," 33 "WHO International Code of Marketing of Breast Milk Substitutes.") • <i>The Womanly Art of Breastfeeding</i>, <i>Leader's Handbook</i> • Leader and member publications; local publications • How to order or get on distribution list
LLL internet resources	<ul style="list-style-type: none"> • Web pages for mothers, Applicants, Leaders • Email lists (what is available, online etiquette, how to join a list)
Using non-LLL resources	<ul style="list-style-type: none"> • Critical reading, listening • Why to refer first to LLL resources • When a mother needs help beyond the scope of leadership
Continuing education events, workshops, conferences	<ul style="list-style-type: none"> • Chapter Meetings • Workshops for Leaders and/or Leader Applicants • Area/Regional/International Conferences

Helping other mothers find out about leadership and prepare to become LLL Leaders

Identifying potential Applicants	<ul style="list-style-type: none"> • When to approach a mother • When a mother approaches you • When there is no Applicant in sight • Outreach
Consulting with co-Leaders	<ul style="list-style-type: none"> • Before approaching a mother • Before recommending accreditation at an application's completion • When Applicants or co-Leaders move
Pre-application dialogue	<ul style="list-style-type: none"> • Resources for conducting pre-application dialogue • When there are concerns about a mother's meeting the Prerequisites to Applying for Leadership • When a mother needs financial help to pay application costs • Including necessary information in your Leader's Recommendation (copy of the form, how to find the information)
Supporting an Applicant during the application	<ul style="list-style-type: none"> • Leadership Skills Criteria (your plans to help her learn about these and to evaluate her understanding) • <i>Leader's Guide to the Preview</i> and <i>Preview Evaluation</i> • Providing practice opportunities (e.g. Applicant leading an Enrichment Meeting or planning a Series Meeting) • Modeling the Leader's role • When an Applicant feels stalled, or has run into a roadblock
Transition to leadership	<ul style="list-style-type: none"> • Applicant's preferences for beginning leadership • Sharing Leader-only jobs with new Leader • Our accountability to LLL and mothers • <i>Statement of Commitment</i> • Encouraging mothers to see former Applicant as a Leader