

## Community Leadership PDF Resource

This Community Leadership website is the result of a partnership project between the Education and Research Unit of [Volunteering Queensland](#) and the School of Learning and Professional Studies (within the Faculty of Education) [Queensland University of Technology](#).

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### TIP SHEETS

#### Effective Groups...The Ten Fundamentals

by Scott Thouard

**Look for resources in the group.** Recognize each contribution made by individuals and feedback on how it is useful to the group's aim.

**Seek agreement.** Consider how decisions are presented and addressed within the group. Ask, how will the group make decisions? Will the decision making process be a public record for others outside the group? If so, how will the group record the discussions and decisions?

**Blend the skills, experience of the group.** Have structure but do not work to a formula that smothers valuable life experiences of individuals in the group. Allow the collective experiences of the group to generate future innovation and renewal of community activities.

**Provide a focus for the group.** Talk through the group vision and in particular how it links to the overall vision of where the larger community group is headed.

**Be fair and just in your decisions.** Develop trust and lead through example. Let people know your commitment to equity and equitable practices.

**Be an effective communicator.** Understand and model open and effective communication. Make this a group requirement. Encourage diverse opinions. Vigorous discussion builds confidence among the group members and constantly re-news motivation for the group task.

**Give group members permission to explore.** Creativity and curiosity generate fresh ways of thinking about how things can be improved.

**Be open about group conflict.** Allow group members to air their gripes and disappointments. Let them speak for a specified time before others in the group respond. At all times the group leader should steer conversation away from potential personal attacks.

**Groups need co-operative individuals.** Encourage members of the group to help each other.

**Offer a safe environment.** Assure group members that their mistakes and successes are learning opportunities. Develop a comfortable and supportive environment where both can be examined for impact on the individual and the group.

