



You've just finished your MLD team training...and now what? Below are some tips to help as you begin your MLD career!

1. General monthly calendar

- Generally within 1st two weeks of the month: participate in a previously-scheduled conference call with your MLD coach, if possible.
 - See **Monthly calls with your MLD coach**, below.
 - See **LWVUS guidances**, below.
- Have a spot on every board agenda (preferably towards the beginning) for each board meeting during which the MLD team can provide an MLD update/training and work with the board to design and implement a membership-growth and leadership-development plan.

2. As soon as possible ...

- Have your MLD coach added to the distribution list for your ...
 - League's membership, so s/he receives membership emails / materials, e.g., their VOTER, meeting notices, etc.
 - League's board, so s/he receives pre-board packets (e.g., agenda, reports, etc.) and post-meeting board minutes.
- Send your coach ...
 - A board roster with contact information.
 - A copy of your League's calendar, if there is one.

3. Your LWV board

- For new MLD teams, work with your coach to schedule a 1-hour training for your local board within a few months after the coaches / team training.
- As noted above, have a spot on every board agenda (preferably towards the beginning) for each board meeting during which the MLD team can provide an MLD update/training and work with the board to design and implement a membership-growth and leadership-development plan.
- For seasoned MLD teams, it is helpful to provide an MLD training at each annual board retreat / orientation in order to educate new board members and recommit on-going board members to MLD. During the training, the board can help define one special goal they'd like the team to work on during the coming year.

4. LWVUS guidances

- Your coach will typically share a LWVUS guidance with the MLD team in advance of your scheduled conference call each month.
 - If you do not think that particular guidance is useful or there is another issue that is more important at the time, ask your coach in advance to substitute an "old" guidance that would be more relevant / useful. These are available at <http://forum.lwv.org/document/monthly-guidance-opportunities>
 - If there is no relevant guidance, your coach may be able to find additional relevant resources to share with the team—and the coach can always facilitate a discussion of the issue with the team.
- The amount of time your team and coach will spend discussing a guidance will depend on how relevant it is at that moment to your League – and whether there's a more pressing issue you want to discuss.
- If a guidance is specific to a particular board member / committee chair (such as the Nominating Chair), please share it with that person and consider inviting that person to

join in that month's discussion.

- Create a "library of guidances" if possible.

5. Monthly calls with your MLD coach

- Participate in the monthly team-coach conference call, if possible.
 - If you are unable to participate in the call, let your coach know in advance, if possible.
- Set a regular date and time for the team calls, if possible (though it may need to change occasionally).
 - During the call, have your calendar handy in order to confirm the date/time for the next call—or to set a new date/time.
 - Alternatively, your coach may ask you to complete a Doodle or SurveyMonkey survey to set a new date/time.
- If it seems like folks need a break from a monthly call (e.g., over the holidays or over the summer), take one!
- Participate in the call like it is a meeting -- and with room for fun / developing League relationships.

6. Invite your MLD coach to visit your League if possible, for an event or board meeting, etc.

7. LWVUS and LWVO resources

- Sign up to access the MLD team website that LWVUS has set up (and let your coach know if you need directions for this). – and then go exploring on it!
- Curl up and spend some quality time flipping through the MLD notebook – it's really full of good stuff.
- You should be getting a weekly e-newsletter from LWVUS (League Update) and a monthly e-newsletter from LWVO (League Leaders' Update). If you are not receiving those, let your coach know and s/he will pursue getting your name on the list.
- Check out the MLD and leadership resources available on the state website:
 - MLD resources including the notebook, MLD tools and tips:
<http://www.lwvohio.org/site.cfm/Member-Area/MLD-Program.cfm>
 - Leadership Resources:
<http://www.lwvohio.org/site.cfm/Member%20Area/2012-Leadership/Training/Materials.cfm>

8. From LWVUS

- Include a membership message in your e-mail electronic signature. It's easy to add and reaches everyone you e-mail without any effort. You can even add a link to the "Join Us" information on your League's Web site or on www.lwv.org.
- Always have a membership brochure with you – and be prepared to ask someone to join.
- Input your "League story" into the LWVUS Storybank. This will help you to have your most powerful marketing tool – the reason why League is important to you – at the ready to use when talking with potential members.
- Wear League buttons to all events so Leaguers are easily identifiable and can be approached by those who are interested in LWV.

Have fun – and thanks for all you are doing to make democracy work!