



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

1. General monthly calendar

- Within 1st two weeks of the month: hold previously-scheduled conference calls with your MLD teams.
- Following each call, complete LWVUS' e-survey.
- Send the team any notes you took from the call – preferably soon after the call if there are any “to do’s.”
- 3rd week of the month: state coaches' call with all Ohio coaches, our Shur Fellow and state coordinator.
- About a week before your next coach-team conference call, send the team a reminder with an agenda, any documents for discussion (e.g., guidance – plus notes from last call if not already sent) and the call-in information.

2. As soon as possible, ask your MLD Team ...

- To get you added to the distribution list for their...
 - League's membership, so you receive membership emails / materials, e.g., their VOTER, meeting notices, etc.
 - Board, so you receive pre-board packets (e.g., agenda, reports, etc.) and post-meeting board minutes.
- For a board roster.
- For a copy of their League's calendar, if it has one.

3. Board trainings

- For coaches of new MLD teams, work with your state coordinator and local team to schedule a 1-hour training for the local board within a few months after the coaches' / team training.
- For coaches of seasoned MLD teams, encourage the MLD team 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. If possible, visit each MLD League annually (e.g., for a meeting or event).

5. Periodically check the League's website / Facebook page, which will add to your understanding of the League and what / how it's doing.

6. LWVUS guidances

- Share the monthly guidance with your MLD teams – though how much time you and the team spend discussing it will depend on how relevant it is at that moment to each League – and whether there's a more pressing issue to discuss.
- Feel free to add or substitute in an “old” guidance if it would be more relevant / useful (these are available on the MLD coaches' website/forum at <http://forum.lwv.org/document/monthly-guidance-opportunities>).
- If a guidance is specific to a particular board member / committee chair (such as the Nominating Chair), you can encourage your MLD team to invite that person to join in that month's discussion.
- Create a “library of guidances,” if possible (as noted, they are available on the LWVUS

coaches' website).

7. Monthly calls with your MLD teams

- Set up a free account at www.freeconferencecall.com for your calls.
- If possible, try to set a regular date and time for the team calls (though it may need to change occasionally). And if it seems like folks need a break from a monthly call (e.g., over the holidays or over the summer), take one!
- You can use Doodle.com or www.SurveyMonkey.com to determine folks' availability.
- Send out the agenda along with the guidance / relevant documents and call-in info about a week in advance.
- In the email with the meeting info, ask the MLD team members to confirm their participation in the upcoming call by return email. If a team member does not respond by the night before the scheduled call, you can leave a phone message as a reminder.
- Run the call like a meeting -- and with room for fun/ developing relationships.
- It's helpful to keep track of the discussions by taking brief notes and sharing them with the MLD team.
- If you have volunteered to track down the answer to a question or provide a resource... Well, you know what to do! And if it turns out you aren't able to, just let them know.

8. LWVUS and LWVO resources

- Sign up to access the LWVUS coaches' website (and let the state coordinator 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 state coordinator know and s/he will pursue getting your name on the list.
- Check out the MLD resources (Guidances, Notebook, Tools & Tips) available on the state website at <http://www.lwvohio.org/site.cfm/Member-Area/MLD-Program.cfm>
And leadership resources at <http://www.lwvohio.org/site.cfm/Member%20Area/2012-Leadership/Training/Materials.cfm>

9. Coaches' conference calls

- Participate in the monthly coaches' call, if possible.
- If unable to participate in a coaches' call, let your Shur Fellow and LWVO state coordinator know in advance, if possible.

10. State coordinator as a resource: Do not hesitate to call or email your state coordinator if you need a resource, have a question / concern, want to share a good joke or let off a little steam in confidence.

11. From LWVUS at <http://www.lwv.org/content/20-thinkng-about-membership>

- 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.

Most of all...have fun!