



Topic: ICF New Mexico Chapter Leadership Norms

Revision Date: 6/18/15

Overview: The ICF New Mexico Chapter Leadership Team (LT) is comprised of the Board of Directors, Committee Chairs and committee members. We have adopted a set of agreed-upon norms for the conduct of our business as leaders of this ICF chapter. Those joining the Board/LT should familiarize themselves with these norms, and act accordingly. The purpose of these norms is to ensure not only the effective operation of the chapter, but also to provide a set of guidelines for our own team interactions and relationships. It is the responsibility of all members of the Board/LT to uphold these norms in all chapter business and forums.

Description:

- **Commitment:** We accept and fulfill on all commitments inherent in the roles and responsibilities of our specific position, as well as other commitments made. We take the initiative in making commitments when needed. We accurately assess what we can commit to, and renegotiate the commitment if necessary.
- **Collaboration:** Although we have a formal Board of Directors with elected officers, we rely on egalitarian, collaborative leadership. We believe that the best decisions are those that have been discussed broadly, modified as need be to meet a genuine consensus. We expect all LT members to align their efforts to support agreed-upon decisions.
- **Community:** Our primary purpose is to provide a place for professional coaches in New Mexico to come together in a supportive community. We hold ourselves accountable to foster this community in all our decisions and actions as leaders of this chapter.
- **Consistency and Focus:** We are an all-volunteer leadership team comprised of people with important responsibilities outside of chapter business. We are committed to optimizing the time and energy of our volunteers by conducting effective and productive meetings, thinking through strategic direction before embarking on tasks, practicing consistency in our processes and communications, and maintaining focus on accomplishment of actions.
- **Communication:** We have a “high touch” approach to communicating with each other and with our chapter membership, using various channels and platforms. We reside within a network of entities — ICF Global and regional bodies and staff, our own

Committees and Communities of Practice, and partner organizations. These networks require regular and effective communication with the LT.

- ***Appreciation:*** We have a culture of appreciation for the volunteer efforts of all our Board/LT members and the membership at large. This includes contributions large and small; we practice both public recognition and individual, private thank-you's. We recognize that the work of the chapter does not get done without our volunteers' considerable efforts.
- ***Simplicity:*** We pride ourselves on keeping things as simple as possible in our policies, procedures, and processes. Our aim is to support the efficient and effective conduct of chapter business, while maintaining flexibility, agility, and timeliness.
- ***Fun:*** We believe that a feeling of fun engenders a more connected leadership team, generates greater accomplishments, and fosters the sense of community within the chapter as a whole. We plan our activities with seriousness of purpose, and conduct them with an eye toward enjoyment by all participants.

***"Rank does not confer privilege or give power. It imposes responsibility."
-- Peter Drucker, management consultant and writer***