



Junior League of McAllen, Inc.
Demonstrated Competencies Form
2019 - 2020

Please choose two of the competencies from the “List of Demonstrated Competencies.” Limit your examples to 350 words per Competency; information over this word limit will be extracted and not submitted for consideration to the Nominating Committee. Do not insert or include any charts, tables, pictures and other graphic and visual representations, as this information will also be extracted and not submitted for consideration to the Committee. See the example provided. It is preferred that one Competency example come from your Junior League experience and the second Competency example come from your experience in other nonprofit volunteer, civic, and public service organizations, or employment or professional experience. Upon completion of this form, it should be returned to the Chair of the Nominating Committee.

Competency #1: _____
Please give a specific example of a time when you have demonstrated this competency:

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Competency #2: _____

Please give a specific example of a time when you have demonstrated this competency:

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As outlined in the Bylaws of the Junior League of McAllen, Inc., Article VII, Section D, the Nominating Committee shall prepare slates of candidates for election to the offices of the JLM.

The following competencies describe the skills and abilities required for the JLM Board of Directors and Nominating Committee to carry out their respective responsibilities. Individuals will demonstrate the different competencies in varying degrees. No one will have expert ability in all of them. The Nominating Committee seeks to put together a slate of candidates who together make up the Board and Nominating Committee teams needed to govern JLM and who demonstrate a breadth and depth of leadership experiences and skills gained through JLM and other nonprofit volunteer, civic, and public service organizations, as well as through employment or professional experience. The Nominating Committee seeks to slate leaders who are best able to contribute their talents and abilities on a governance level.

The following competencies are detailed to assist you in completing your Demonstrated Competencies Form.

Leading and Motivating Others: Developing goals and directions for a group or organization and directing the action toward maximizing talents of the group and developing cooperative action

- Inspires team spirit and loyalty to the organization
- Recognizes talents, abilities and the opinions/backgrounds of others
- Persuades team members to respect one another's differences and trust one another
- Solves problems among people quickly and with little fuss
- Establishes a clear picture of goals (vision) of the team or organization
- Embraces diverse ideas, global issues, work styles and cultural differences and values

Planning Long-Term Results: Developing insight into strategic issues confronting the organization, seeking needed information to address issues, organizing and prioritizing implementation and establishing applicable long-term plans

- Keeps abreast of major trends that impact an organization's future
- Demonstrates critical thinking skills
- Thinks strategically about how issues and trends will impact an organization's mission on a global scale
- Seeks broad-based input on issues, trends and options impacting an organization's future
- Gathers and analyzes facts needed to determine future direction
- Is able to discern the most effective course of action to address trends and issues
- Establishes realistic goals for the future and remains focused on achievement of goals
- Evaluates the effectiveness of plans and projects
- Incorporates a global perspective in planning discussions

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Delegating to Others: Instructing, directing and coordinating activities of others to achieve established goals

- Achieves immediate, practical results from others
- Establishes clear lines of authority and responsibility
- Supports all people in achieving their goals
- Issues clear and understandable instructions
- Coordinates individual efforts to accomplish major projects
- Follows through on assigned projects
- Knows when, how and to whom to delegate authority

Making Decisions: Analyzing information, identifying options and taking appropriate actions

- Evaluates decisions against the organization's mission, vision and strategy
- Obtains input on all sides of an issue when considering important decisions and values differences in opinions and beliefs
- Takes appropriate risk when making decisions and understands trade-offs to balance risk and benefit
- Changes decisions when facts warrant but exercises caution in timing
- Analyzes problems or opportunities to identify options

Taking Initiative and Responsibility: Willingly seeks and embraces opportunities to contribute and is accountable for fulfilling commitments

- Commits to responsibilities with energy and persistence
- Is not deterred by obstacles and challenges
- Asks others to commit to initiatives and make sacrifices
- Works to further organizational goals by identifying gaps and offering suggestions
- Identifies needs and offers assistance or leadership, before being asked
- Produces quality results and requires quality from others
- Takes risk, makes views known and helps build consensus in the organization

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Time and Project Management: Effectively managing time and resources to achieve project goals and outcomes

- Think through and organizes a project before starting
- Is able to effectively organize tasks, time and resources to achieve desired outcomes
- Monitors progress toward goals and milestones
- Holds meetings that keep to the schedule and topic
- Starts and finishes tasks or projects consistently on time
- Sets realistic levels of effort required to meet goals
- Arrives at meetings and appointments on time
- Responds to calls and requests in a timely fashion
- Follows through on details when commitments are made

Communicating Orally and in Writing: Clearly expressing ideas and conveying meaning in a manner that has impact and is engaging

- Writes clear reports, proposals or other documents
- Organizes needed information concisely
- Speaks effectively to groups of varying sizes
- Is able to frame/reframe issues to convey meaning and impact
- Is able to adapt communication style to needs of audience and purpose of presentation
- Tells others, briefly and clearly, what they need to know
- Conveys information in understandable terms

Dealing with Conflicting Ideas: Constructively managing situations involving diverse and opposing ideas and points of view

- Encourages diversity of thinking by actively soliciting divergent viewpoints
- Listens attentively and respectfully to opposing viewpoints
- Demonstrates insight into the sources of conflict, including differences in values, beliefs and culture
- Deals comfortably with organizational conflicts or opposition
- Uses conflicting opinions and ideas to generate win-win creative solutions and outcomes
- Negotiates persuasively with others
- Demonstrates ability to negotiate agreement when differences occur

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Establishing and Maintaining Relationships: Making friends, maintaining lines of communication and establishing trust

- Works well with individuals from various groups or organizations
- Participates and contributes in team discussions and activities
- Listens to others and gets others to listen
- Uses approachable, communicative style to advantage
- Works well with others to accomplish projects
- Builds and maintains trust with others
- Forms collaborative partnerships by gathering ideas from diverse groups
- Is open minded and enthusiastic about connecting with people, especially those with different backgrounds and cultures
- Demonstrates intercultural and global awareness and appreciates diversity of cultures, ideas and perspectives

Persuading and Influencing: Motivating others toward action, influencing people to change their minds or accept new, diverse ideas or innovations

- Speaks convincingly to impress upon others why they should do something
- Uses facts and objective information to overcome resistance
- Able to make a compelling emotional appeal where appropriate
- Uses positive relationships to create credibility
- Encourages others to think differently and embrace new, diverse ideas, methods, programs, products, etc.
- Listens to others in order to understand their needs and perspectives
- Maintains a clear focus on the outcome or purpose involved; does not use persuasion solely for the sake of exerting power or influence
- Able to implement organizational vision and lead people in a continuously changing environment

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Sample: Demonstrated Competency

Example of the detail requested for demonstration of a competency:

Name of Competency: Establishing and Maintaining Relationships

Specific examples(s) of how you demonstrated this competency:

As a volunteer, relationship building is essential. I had the opportunity to bring together several organizations around the issue of Human Papilloma Virus (HPV). At the time, the HPV vaccine was considered controversial and untested, and was not covered by insurance. A close friend, Susan Jones, Director of the American Social Health Association, introduced me to the issue. Our casual, yet passionate, conversation peaked my interest and she directed me to several experts. Once educated, I wrote a position paper and brought HPV to the California SPAC (CASAPAC), of which I am a member, as an emerging issue.

I contacted James Miller, Chief, California Department of Public Health, not only to find out where he stood on the issue but also to enlist his help. He fully supported the use of the vaccine but knew the legislature would not act to require insurance coverage or as part of a state program until there was a proven track record. It was apparent that educating legislators was the key to having this recognized as a health benefit.

I then contacted Women In Government, a national, nonprofit, nonpartisan organization of women state legislators. We worked together to sponsor an educational forum on HPV. We brought in experts from several national health organizations to present the issue to legislators and aides. The forum was highly successful. The science behind and need for the vaccine was fully communicated by experts, and HPV and the vaccine were demystified for many of the legislators.

I work with CASAPAC to advocate, forge partnerships around shared issues and build a coalition of organizations focused on child welfare. Over time, we have learned to trust each other, and I have built lasting relationships and friendships. I have learned that each woman brings a unique perspective because of her foster care to Title IV-E waivers, we have listened to each other as we shared information, strategies and training to educate legislators and keep funding and protection in place for children.

Total number of words: 348