Leadership Skills for MGMA/ACMPE Volunteer Leaders

General Characteristics of an Effective Volunteer Leader
To be a leader in MGMA and ACMPE, one must be 1) able to motivate and inspire, 2) have knowledge of the profession, of MGMA, and of the topic your team is charged to address, 3) be able to execute and “get the job done” and 4) have a positive, service-oriented attitude.

Specific Characteristics to Consider:
- Brings out the best in people
- Inspires
- Is a good communicator
- Has integrity
- Is trusting and is trusted
- Leads by example (service before self)
- Has vision and the ability to articulate that vision
- Motivational
- Influential
- Knowledgeable about MGMA and the profession
- Strategic
- Understands implementation
- Versatile
- Manages to different working styles
- Decisive
- Executes
- Exemplifies core values of MGMA

Leadership Competencies

The Association and Leadership Role
Volunteer leaders will have a working knowledge of the mission and strategic vision of the Association. They will also help create a vision for the future including:
- Creating a sense of direction – a common vision
- Clearly articulating values and vision
- Inspiring a shared vision

Communication
Volunteer leaders will have effective communication skills including the:
- Ability to listen and observe
- Ability to express one’s self well

Relationship Management
Volunteer leaders will function effectively across multiple role relationships. Specific skills include:
- Ability to mentor, role model and encourage dialogue at all levels in groups
- Enabling others to act
- Ability to influence and inspire others
- Fostering collaboration
- Recognizing individual contributions
- Building trust

Meeting management
Volunteer leaders will have the necessary skills and information to work effectively in meetings. Skills include:
- Effective agenda setting
- Ability to run an effective meeting
- Ability to create consensus
- Setting expectations
- Facilitating discussion

Decision-making and problem solving
Volunteer leaders will be able to problem-solve and make knowledge-based decision using a systematic process.
- Facilitates consensus

Critical thinking skills
- Objectivity