How to Effectively Utilize Your Team in the BYU Management Society

Once you have built your team, the next critical step is to **utilize them effectively.** This is a fundamental aspect of good leadership and ensures that your chapter operates efficiently and achieves its goals.

Effective team utilization involves clear role definition, empowerment, collaboration, and volunteer efficiency. Let's explore how to maximize your team's potential within the BYU Management Society.

by Anita L Hummel

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Clarity of Roles

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1 *Define Roles Clearly*

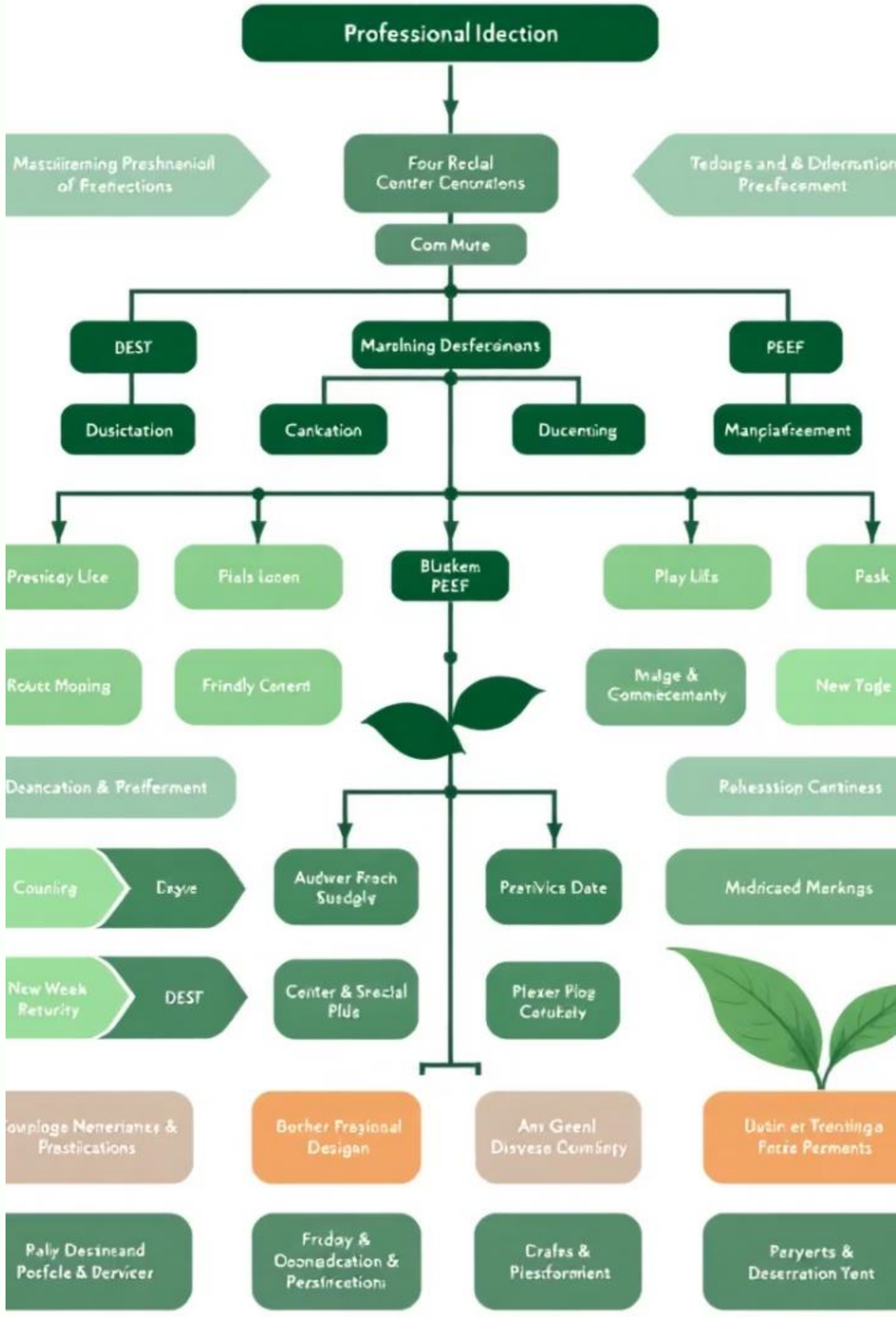
Clearly outline each team member's responsibilities and how they contribute to the chapter's success. For example, the Social Media Leader knows they are responsible for promoting events, managing online presence, and creating content.

2 *Provide Role-Specific Guidance*

Help team members understand the specific tasks they need to perform to succeed in their role. For example, the Accounting Leader should know how to manage budgets, track expenses, and report financial updates.

3 *Set Expectations*

Clearly communicate what is expected from each role. For example, "We expect you to attend monthly meetings, complete tasks on time, and provide updates on your progress."



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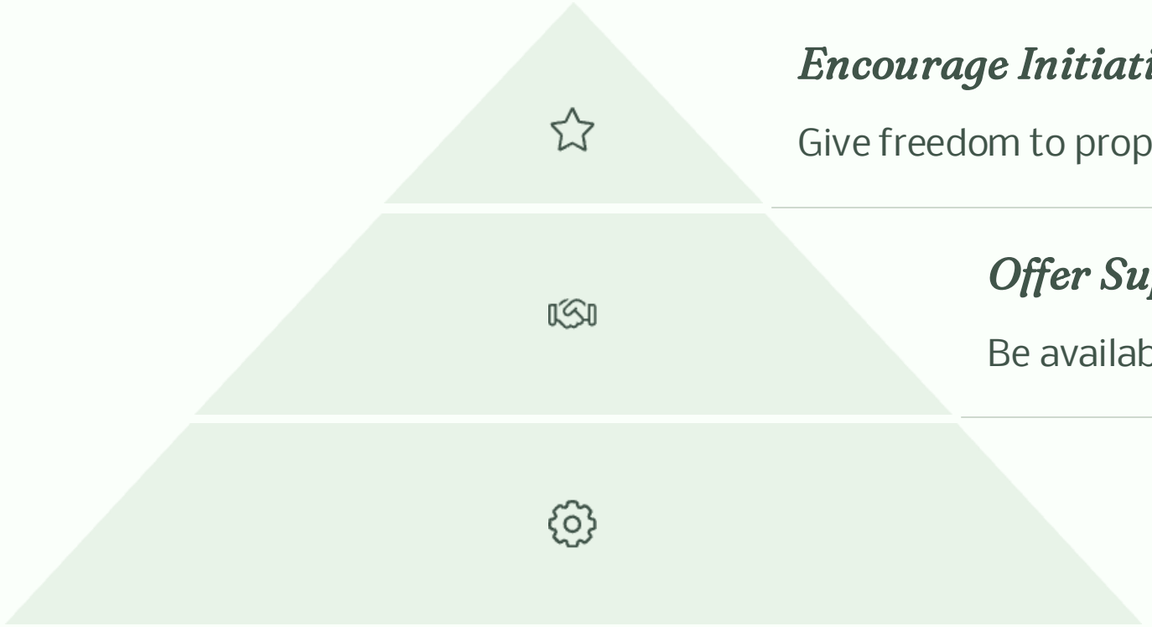
Empower Your Team



Encourage Initiative

Give freedom to propose and execute ideas

Offer Support

Be available for guidance and problem-solving

Provide Resources

Ensure access to tools and training

After defining roles, empower your team to take ownership of their responsibilities and make meaningful contributions. Provide templates for financial reporting or social media content calendars. Trust team members with their tasks and be available to answer questions, provide guidance, and address challenges as they arise.

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Foster Collaboration

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Regular Meetings

Discuss progress and align goals

Cross-Functional Support

Work together across roles

One Asia Collaboration

Connect across regional chapters

Shared Vision

Align with chapter's mission

A well-functioning team thrives on collaboration. Create opportunities for team members to work together, such as the Events Coordinator collaborating with the Social Media Leader to promote upcoming events. Ensure everyone understands the chapter's mission and the three focus areas: personal development, professional development, and moral and ethical leadership.

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Volunteer Efficiency

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Respect Their Time

Assign reasonable and manageable tasks, recognizing that team members are volunteering their valuable time alongside other commitments.

Provide Clear Instructions

Give step-by-step guidance for tasks to avoid ambiguity and ensure volunteers can complete their responsibilities efficiently.

Show Appreciation

Recognize and celebrate team members' efforts regularly, as a simple thank-you can significantly boost volunteer motivation.

Since BYU MS is a volunteer organization, it is vital to ensure that volunteers can work effectively and efficiently. Thoughtful management of volunteer resources leads to greater satisfaction and retention.

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Avoid Common Pitfalls

Lack of Communication

When communication breaks down, team members become disconnected and misaligned. Ensure there is constant and open communication with all team members through regular updates, meetings, and accessible leadership.

Undefined Roles

Team members who are unsure of their responsibilities cannot contribute effectively. Clearly document and communicate all role expectations, and regularly check in to ensure understanding.

Underutilization

Volunteers who feel unneeded or underused quickly become disengaged. Assign meaningful tasks to everyone and regularly acknowledge their contributions to the chapter's success.

One of the most common problems in team management is failing to utilize the team effectively. By proactively addressing these potential issues, you can maintain a motivated and productive volunteer team.

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Key Takeaways

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Define Roles Clearly

Ensure every team member knows their role, responsibilities, and expectations to create a foundation for success.

Empower Your Team

Provide resources, encourage initiative, and offer support to build confidence and ownership.

Foster Collaboration

Create opportunities for teamwork and align everyone with the chapter's mission and values.

Maximize Volunteer Efficiency

Respect their time, provide clear instructions, and show appreciation for their contributions.

Avoid Common Pitfalls

Communicate effectively, define roles clearly, and ensure every volunteer feels valued.

By effectively utilizing your team, you can create a vibrant and thriving BYU MS Chapter that achieves its goals and inspires personal, professional, and moral leadership.

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