

**Omega Leo Medical Explorer Post 4077, San Marcos, Texas:
Capitol Area Council, Scouting America (Boy Scouts), and
Lions Clubs International**

**Standard Operating Procedure 0010.10.01 – Leadership Principles for All
Omega Leo Medical Explorer Officers and Liaisons (06/17/2024)**

Prepared or Last Modified

Originally prepared by Charles Johnson, PhD, Senior Advisor Omega Leo Medical Explorer Post 4077: April 4, 2022

Last modified by Kyler Beaty, BS, Omega Leo Medical Explorer Post 4077 former President and now Advisor: June 17, 2024

Further modified by Charles Johnson, PhD: September 25, 2025

Review within the Omega Leo Medical Explorer Post 4077

Reviewed by the Omega Leo Medical Explorer Vice-President of Systems: June 19, 2024

Reviewed by the Omega Leo Medical Explorer President’s Council: **Needs Review**

Review by Senior Omega Leo Medical Explorer Advisor for Consistency with Other Existing Policies

Last Reviewed by Charles Johnson, PhD, Senior Omega Leo Medical Explorer Advisor: September 25, 2025

Review and Approval by Agencies Outside of Omega Leo Medical Explorer Post 4077

None

Omega Leo Medical Explorer Officer or Advisor with Annual Review Responsibility

Omega Leo Medical Explorer Vice-President of Systems, **Review Month: January**

Charles Johnson, PhD, Senior Omega Leo Medical Explorer Advisor, Post 4077, **Review Month: January.**

Those with Responsibilities in this SOP include:

1. All Omega Leo Medical Explorer Officers and Liaisons
2. Omega Leo Medical Explorer Vice-President of Systems
3. Senior Omega Leo Medical Explorer Advisor

Other Standard Operating Procedures Referenced or Impacted by Changes in this SOP:

None

The following principles of good leadership are strongly encouraged for all Omega Leo Medical Explorer Officers and Liaisons who have supervisory responsibilities:

I. Purpose

- A. Leadership skills can be divided into two broad categories – Authoritarian or Servant Leadership Styles. For a volunteer organization, the Servant Leader will be the preferred and more successful leader.
- B. It is the purpose of this SOP is to outline many of the more successful parts of a **Servant Leader**.
- C. This document will help in the performance review of all officers or liaisons by their supervisors. Of course, the first part of the review examines the specific duties of each officer or liaison position as defined in their job description, but these leadership principles can guide an important second part of the performance review - how the person interacts with subordinates and regular Medical Explorer members.

II. **Leaders Take Care of Their People**

- A. A good servant leader is personally involved in the well-being of those who report to them. Show an interest in what may be happening in their life. Is their life going as planned? If things are not going well, then it is only to be expected that the performance of their responsibilities in our Omega Leo Medical Explorer organization will not go well. Poor performance can usually be initially traced to problems in a person's personal life.
- B. In the case of our college student officers and liaisons, the first threat to their personal life may be their academic success. It's not difficult for college students to get overwhelmed in their courses. Your Senior Advisor, Dr. Johnson, is a former faculty, graduate advisor, and academic department chair. He frequently advised his students to be careful in registering for too many semester course hours. There is a difference between courses and the amount of study time they require. Many students in the sciences and quantitative areas may need to enroll in less than the usual number of semester hours typically recommended for the general student body. Encouraging enrollment in too many semester hours may be a disservice to some students. Dr. Johnson will frequently advise enrolling in no more than 12 to 13 semester hours for many students in the sciences. If working, one should enroll in even fewer semester hours; maybe as low as 6 to 8. Keep in mind that this general university encouragement of as many as 18 semester hours may not be best for all students, especially students seeking degrees in the sciences, engineering, or health areas. Consider your own skills and commitments. Consider summer school to keep on your schedule. Transfer courses from Community Colleges near your home when considering summer school.
- C. Poor performance in duties within our organization can frequently be traced to trouble in someone's academic program. If you discover that this may be related to poor performance in another officer or liaison you must evaluate, you are encouraged to refer that person to Dr. Johnson. Use his experience to help your subordinate. He has many years of experience in helping solve these types of problems. Medical Explorer responsibilities can be demanding of time, but the first responsibility is to oneself and the need to make as high a grade as possible. Our Medical Explorer members are encouraged to watch their time and stay focused on learning. Don't let yourself, or others, get distracted by a social life or friends who love to party. You have a purpose in life. Live up to that purpose. Seek the counsel of Dr. Johnson before you get yourself into trouble.

- D. However, there may be other reasons a person’s personal life is getting in the way of performance in their Omega Leo Medical Explorer responsibilities. Get to know those who report to you. Again, Dr. Johnson may be able to help.
- E. In some cases, the job expectations may be too much for one person. If necessary, be an advocate for reorganization or division of duties. Your insights, along with those of the one reporting to you, are the best inputs to any reorganization process. Bring your analysis to the attention of the President’s Council and Senior Advisors. We’ve added “Assistant” positions for two of our officers following such input – our Membership Secretary and Treasurer. Similar actions can be considered for other positions if necessary.
- F. In some cases, the best solution may be resignation from a position, and a refocus upon the more important personal problem. This should not be seen as a failure, but rather a refocus.
- G. Replacement officers or liaisons can be appointed after careful consideration by the President’s Council.

III. Lead from the Front

- A. Show or demonstrate the work ethic and **Servant Leader** principles in your interactions with others. If necessary, show that you can do the job yourself. Do not do their job for them but be willing to show them how to do the job. You may need to serve as a mentor.
- B. Participate in a diverse set of volunteer opportunities yourself. The value of membership in our Omega Leo Medical Explorer program is the personal growth that comes through our volunteer activities. Encourage a diverse volunteer program among your subordinates, and practice a similar program yourself. Encourage everyone to participate fully in our volunteer program and realize the benefits of that participation. Keep as your goal (and that of others) the earning of the U.S. Presidential Volunteer Service Award. BUT, watch carefully that our Omega Leo Medical Explorer volunteer opportunities do not interfere with a member’s academic program and grades.

IV. Encourage Growth and Development

- A. Your goal should be to help those reporting to you become the best they can be. Is there something you can do to encourage that development? Be aware that a replacement will be needed for your position in the next year. Grow or groom your own replacement. Make someone a better future leader than yourself.
- B. Be “Trustworthy” in your leadership. **See the attachment with more details of the “Trust” model of leadership that is consistent with “Servant” leadership.** If those reporting to you cannot “trust” you as a leader, you’ll not be successful as a leader of our Medical Explorers. Trust also is a critical part of being a leader as a Health Professional. Those you work with must trust you to not only know what you’re doing, but to follow through with whatever you say you will do. Trust should be a major focus of your personal leadership style and character.
- C. Encourage development of the leadership skills of those reporting to you. This development can take the form of leadership classes offered within our Omega Leo Medical Explorers or those offered by the Texas State Student Organizations office. There are also opportunities for leadership development by our sponsoring organizations – Boy Scouts and Lions Club

International. Watch for other special leadership training opportunities. We have SOPs outlining how to access online courses from Lions Clubs International and other sources in leadership. You can never have too much training in leadership!

V. Be the Calming Force

- A. Your experience can help those reporting to you realize things may not be as bad as they think they are. You have been there before. You should help find a solution to any problem. If not, you have access to Senior Advisors who can help. Problems are to be expected. It's important that you, as a leader, be a calming, steadying influence for the problem. Problems and their solutions may be the true test of your leadership skills.

VI. Have a Personal Vision

- A. Growth is important for any organization. As the old adage goes, "If you're not growing, you're dying." You should help identify where our Omega Leo Medical Explorer organization can grow? Is there something new we could be doing that will improve us? Or, is there some critical part of our organization that needs improvement? Sometimes, growth does not have to be something totally new. A good leader will have a **Vision for Improvement**. If we are not getting better, we may be dying.
- B. Do not be shy in expressing your vision. Your job is to share your vision, put flesh on its bones, and convince others to join you and help realize your vision. Most of what we are doing today was a vision of a past Omega Leo Medical Explorer Officers. Our great Omega Leo Medical Explorer leaders all moved us into a new area of volunteering. Yes, most of our volunteer program has been the result of the vision of our student leaders, not a Senior Advisor.
- C. However, there have been great ideas generated by our student leaders (at least in the eyes of Senior Advisors) **that we never realized**. That student leader was never able to articulate the vision and bring others along to make the vision a part of who we are. A change may take some work to make it happen. **Usually, that work will involve putting your vision into a written plan or writing a Standard Operating Procedure for the idea. Yes, everyone can write SOPs.**

VII. Measure What We Do

- A. **Quality improvement begins with measurement.** You must know where you are today, before you can decide where you want to be in the future. Not everything can have priority for improvement. Some of our leaders may be reluctant to measure our organization. Only by measurement, however, can we decide if an activity is getting better or worse. The **TREND** is more important than where we may be at any given moment. If the TREND is positive, we will improve. The TREND for any measurement deserves your attention as a leader.
- B. Sometimes, this measurement may need to occur over several years. Patience can be a virtue of good leadership.
- C. Your Senior Advisors are helping develop a more comprehensive Performance Evaluation System to be used for all officer and liaison positions. You will be asked for input on this system as it develops. Do not be afraid of a formal Performance Evaluation System. Every effective

organization has such a system. A well-designed system implemented by Servant Leaders can be a “FRIENDLY” system. Performance Evaluation is not a “punitive” system. When implemented and supported by Servant Leaders, it can build strong friendships.

- D. Help build a useful measurement system that can be passed to those coming after you. Look for ways to minimize the workload involved in the measurement system.

Calendar Considerations:

1. Immediately after you assume a position, besides learning your own job responsibilities get to know the job responsibilities of those reporting to you. Read everyone’s job description and SOPs related to their responsibilities. The Vice-President of Systems is the primary Medical Explorer officer responsible for our Standard Operating Procedure System. Work with this officer to improve any SOPs related to your responsibilities and those reporting to you.
2. Soon after assuming your position and before summer (assuming everyone has been elected in April), get to know those reporting to you. Pull your team together before summer. Ensure that they know their job responsibilities well and are prepared to do their jobs. Has their predecessor helped them learn their jobs during the transition period? If not, do you need to help? Or, can you ask for help from a Senior Advisor?
3. At least every two months meet with each person reporting to you personally to review their responsibilities and performance. Some positions may require a monthly review. Without doing the jobs yourself, **is there something you can do to help them improve?** Remember, be a Servant Leader.
4. **Also, at each review session, help each person develop a plan for personal improvement. What are their goals and are they moving forward toward those goals?**

Note: All Medical Explorer members, liaisons, and officers are encouraged to comment and suggest changes to any Medical Explorer Standard Operating Procedure (SOP). Suggestions can be directed to the Medical Explorer Vice-President of Systems or our Senior Advisor.

A Worthwhile Supportive Note from Markets Today, Barbara Corcoran: The best bosses work for their employees, not the other way around - it's my 'cardinal rule'. Story by Ashton Jackson, April 14, 2025:

One type of good boss really sticks out from the rest, says real estate entrepreneur [Barbara Corcoran](#): someone who prioritizes their employees' success just as much as their own.

Great bosses understand the "**cardinal rule**" that "I work for you, you don't work for me," Corcoran said in [a TikTok video](#) posted in March. She's practiced that philosophy ever since she launched her real estate firm The Corcoran Group in 1973, she said.

"That's [been] my attitude my entire life. What can I do for you? How can I make your job easier? What do you like to do? What would you rather do? " said Corcoran, 76, who ran her firm for almost 30 years before [selling it for \\$66 million in 2001](#).

Her outlook might sound counterintuitive: Employees do, in fact, work for their bosses. Rather, Corcoran's suggestion is more in line with the idea of "servant leadership," where leaders try to set their team up for success just as much as themselves.

Servant leaders typically believe that an environment where all employees can thrive ultimately benefits the entire organization. "You'd say, 'Well, that doesn't put the boss ahead,'" said Corcoran. "It does. Because as they get stronger and go up the rank, they carry me, as the boss, for a free ride ... That's how it goes."

Bosses with a servant leadership mindset are a major "green flag," according to Deepali Vyas, the global head of Fintech, payments and crypto practice at Korn Ferry.

"Managers that master the balance of emotional intelligence and not being so rigid — that's a good boss," Vyas [told CNBC Make It in October](#). You can tell if a leader possesses these soft skills by asking a simple question, she added: "How would your current team describe you and your leadership style?"

A good boss' answer probably includes hallmarks of traits like selflessness, empathy or flexibility. Maybe they set time aside each week to teach an employee a [new skill](#), despite their jam-packed calendar. Or they covered the cost of an employee's new certification and helped them move their schedule around to study.

Just be wary of a boss who struggles to effectively establish authority or meet business goals: "I've seen well-meaning servant leaders fail to spend as much time and energy on planning and executing to achieve company goals as helping individuals achieve theirs," leadership expert and ex-Procter & Gamble executive [Scott Mautz](#) wrote in [a 2021 blog post](#).

The best leader is usually one who "empowers you to grow" professionally, Vyas said. That kind of attitude inspires employees to go above and beyond at work and always put forth their full effort, Corcoran noted.

"The key to being a big boss, a growing boss and a great boss is really understanding that you work for who's working for you," she said. "It's as simple as that."

Disclosure: CNBC owns the exclusive off-network cable rights to "Shark Tank," which features Barbara Corcoran as a panelist.

Attachment:

The T.R.U.S.T Model: How Leaders Build High-Performing Teams

Harvard's 5 Principles of Purposeful Leadership

- Be Intentional:**
 - Connect your purpose to the company's mission.
- Be Energetic:**
 - Inspire hope and generate momentum.
- Be Supportive:**
 - Prioritize team needs.
- Be Ethical:**
 - Lead with honesty, respect, and compassion.
- Be Real:**
 - Share your true self and beliefs.

The Art of T.R.U.S.T.

T **R** **U** **S** **T**

- Train:** Promote team over self
 - **Example:** Develop service-minded skills
- Transform:** Align with servant principles.
 - **Example:** Reward servant leader behaviors.
- Reflect:** Foster continuous improvement
 - **Example:** Weekly self-assessments
- Uplift:** Nurture unique talents
 - **Example:** Personalized development plans
- Support:** Amplify every voice
 - **Example:** Inclusive decision-making processes.

10 Habits of Exceptional Servant Leaders

- 1 Encourage others constantly
- 2 Practice what you preach
- 3 Set specific servant leader goals
- 4 Make ethical decisions
- 5 Invest in others' personal development
- 6 Empower team to take initiative
- 7 Reflect on yourself and surroundings
- 8 Understand and validate others' feelings
- 9 Support personal and professional healing
- 10 Form daily habits supporting servant leadership