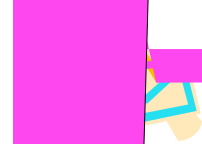


Table of Contents

Letter to the Advisors



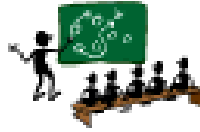
The Election Process



Recruit and Retain Members



- d. Professional: manager (+eo+le 3ant to develop ne3 s5ills or leadershi+ 8ualities that can "ive them valuable e9+erience or hel+ them test out +ossible career trac5s7ma5e it clear that involvement in (our or"



Officer Transition

The transition of leadership for our organization is vital (important and may determine the effectiveness of the group for years to come; A smooth transition is)

- The responsibility of both the outgoing and incoming officers;
- A way to help the group avoid starting over from scratch every year;
- A transfer of significant organizational knowledge;
- An opportunity for closure for outgoing members;
- A great opportunity for outgoing leaders to evaluate the year;
- An orientation process for new leaders;
- The leadership changeover period;
- A time for incoming leaders to ask questions and the outgoing leaders to give advice;
- An outgoing leader's last chance to say what needs to be done this year.

-
- Become acquainted with office surroundings;
 - Know through organizational and personal files;
 - Meet with advisors;
 - Be introduced to important campus personnel;

The following information should be given to each new officer in a notebook:

- Constitution and bylaws
- Job descriptions of officers and members
- Resource or contact list of important people
- Yearly organizational calendar
- Member list with phone numbers and addresses
- Philosophy (or mission statement) of the organization
- Financial reports
- Status reports on committees and projects
- Meeting minutes and agendas
- Historical records/Evaluations of past projects

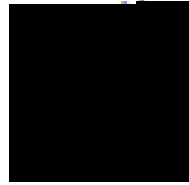
outgoing officer retreats should include

- Objectives;
- Evaluations of last year's events by outgoing officers;
- Officer exchanges (notebooks, list of duties, etc.);
- Goals reported by outgoing officers; outgoing officers depart leaving new officers to discuss the coming year;
- Expectations of one another;
- Goals for the coming year;
- Ideas and calendar of events;
- Closing - make it motivational!

Have the outgoing officers answer the following questions on a card before the transition event and share their answers with the new officers;

- Describe the duties of this office;
- - What has your biggest frustration with your office. How could it be avoided in the future.
- - What has your biggest success in this office.
- - What has your biggest surprise in this office.
- - What are your goals. How do you meet them. How or how not.
- How do the general members perceive this office.
- - What has the Executive Board's biggest success this year.
- - What questions do you have for the outgoing officer.
- - What are your goals for this office.
- How do the general members perceive this office. How could you like them to perceive it.
- How do you plan to work effectively with the other members of the Executive Board.
- How do you plan to learn the following from me (experience this year)

Goal Sheet



- o Establish (our own personal, academic, and leadership-related goals;
- o Things to consider
 - What do I want to accomplish this year.
 - How will I accomplish my objectives.

Leadership Related Goals

!"
#"
\$"
%"
&"

Academic Goals

!"
#"
\$"
%"
&"

Personal Goals

!"
#"
\$"
%"
&"

Outcome Planning



Plan outcomes for the year for (our club or organization) and staff

- - What do we want to accomplish as a club or organization/staff.
- 1 of our goals reflect the mission.
- 1 of our goals reflect learning or development.

August

!

#

\$

September

!

#

\$

October

!

#

\$

' o

Januar*

!"

#"

\$"

Februar*

!"

#"

\$"

March

!"

#"

\$"

April

!"

#"

\$"

Ma*

!"

#"

\$"

, health* Organisations

-
- 1; Inform (our members of the purpose of the organisation;
 - 2; Know each of the members by name;
 - 3; Set up a regular meeting time and place for the organisation;
 - 4; Delegate tasks according to the interests of each member;
 - 5; Assign a committee head for each activity (or tasks);e; Secretary (* Membership Coordinator) Publicity (* Tickets);
 - 6; Invite organisation members with problem areas;
 - 7; Accept and support the decisions of the organisation;
 - 8; Do not force (our ideas upon the organisation or a member);

Student Advi

Tips for a Good Meeting

- Give proper announcement of meetings
- Develop an agenda and review it prior to the meeting
- Publish the agenda in advance if possible
- Start the meeting on time
- Conduct one item of business at a time
- Remember in mind that participation is both a right and a responsibility
- Encourage discussion and initiate ideas
- Assign follow-up actions and responsibilities after each meeting or during the meeting if the instructions are short
- Summarize what has been accomplished
- Try to limit meetings to one hour
- Don't be afraid to replace members who do not produce but if necessary do so only after every alternative has been exhausted



Stages of a Meeting

What are Minutes



-
- Minutes are an official record of business for an organization
 - Minutes give continuity to procedures/traditional activities/etc;
 - Minutes inform those members who were in attendance
 - Minutes assist in the follow-up of assignments and decisions

-
- Name of the organization
 - Time of meeting
 - Date of meeting
 - Place of meeting
 - Name of the presiding officer and secretary (Secretary should sign the minutes)
 - Acknowledgment of the approval or disapproval of the minutes from the last meeting
 - All of the major motions or decisions
 - Names of committee members and their reports
 - List of all of those who were in attendance
 - Any announcements
 - Adjournment
 - Time@Date@Location of the next meeting

-
- Ask people to repeat or restate information if you are not sure what was said;
 - Ask for names and spelling if clarification is needed;
 - You don't have to put everything in the minutes, just major points and highlights;

Sample Minutes Format

Call to order Date Time Location

Those present and floor represented

Approval of last minutes read by (motion & vote)

Officers Reports

Standing committee reports

1st Business

2nd Business

Allocations

Next meeting Date Time Location

Ten Methods for Obtaining Group Participation

Active meetings cannot occur without the involvement of participants; There are a variety of ways to do this

Collaborative Problem Solving

Sometimes it is difficult for students to see the benefit of collaborative problem solving. This simple outline can help.

Effective (elegation)

Thoughts on Creating a Budget

Step 1: Determine the money you have available (this is very important); Step 2: Determine the direction for the budget (this can be one of the driving forces for your organization); Step 3: Develop a budget.

+undraising



- 3; ~~idea~~ ~~can~~ ~~raise~~ ~~funds~~ ~~for~~ ~~(our~~ ~~or~~ ~~"ani~~ ~~ation~~ ~~;~~ ~~2~~ ~~5~~ ~~e~~ ~~sales~~ ~~7~~ ~~sub~~ ~~sales~~ ~~7~~ ~~and~~ ~~can~~ ~~(~~ ~~bar~~ ~~sales~~ ~~3~~ ~~or~~ ~~5~~ ~~3~~ ~~ell~~ ~~too~~ ~~;~~ ~~Another~~ ~~cool~~ ~~idea~~ ~~is~~ ~~to~~ ~~bu~~ ~~(~~ ~~fortune~~ ~~coo~~ ~~5~~ ~~ies~~ ~~and~~ ~~then~~ ~~stuff~~ ~~them~~ ~~3~~ ~~ith~~ ~~fortunes~~ ~~that~~ ~~contain~~ ~~information~~ ~~about~~ ~~(our~~ ~~or~~ ~~"ani~~ ~~ation~~ ~~and~~ ~~sell~~ ~~them~~ ~~&~~ ~~for~~ ~~;~~ ~~5~~ ~~%~~ ~~cents~~ ~~;~~
- 4; #ather a list of (our or"ani)ation members and facult(or staff that
3ill a"ree to be arrested; Then +eo+le can don ~~De~~ ~~t~~ ~~n~~ ~~u~~ ~~ar~~ ~~st~~ ~~a~~ ~~te~~ ~~ca~~ ~~o~~ ~~2~~ ~~5~~

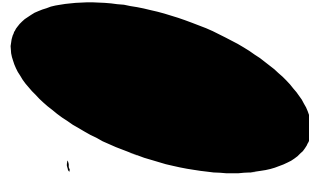
4

rested; et taD u(s ançó t ?Riçççr Añ

- 1 a(of the eventD
 - o A fe3 hours before the event7hand out more fl(ers in the librar(7dinin" halls7resident halls7and outside lar"e classrooms*this last minute +ublicit(3or5s 3onders

-
- : se odd sha+ed si"ns or fl(ers;
 - Attach a balloon or cand(;
 - : se "litter or +aint instead of mar5ers;
 - Send a +ersonal invitation to each resident;
 - Ma5e coo5ies 3ith a messa"e in the frostin";
 - ' an" banners around cam+us;
 - : se the entire

Programming Checklist



- Team building
- Line "rou+ members u+ in a strai"ht line; As5 each of them to arran"e themselves accordin" to their birthda(s); The tric5 is that P the students 3ill be desi"nated unable to s+ea5 B but can seeC and P the students 3ill be blindfolded and unable to see B but can s+ea5C;

- ~~rmC um dD t th0t out ca te iQ~~
~~Q1068 on a ne 3'0' round table 5 3 3 the 5 inhibitions~~
- ~~7a 7a 0 and from out of a tea iQ6 P~~
 Have one person stand in the middle7sa(somethin" about themselves and sa(7I The 3ind blo3s for an33 D.