


New Officer Session

Student Leadership Retreat
Spring 2009

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Overview

- Forms/ Registering as a student organization
- Constitution and By-Laws
- Campus Logistics
- Funding Sources/ Fundraising
- Running Meeting
- Recruiting new members
- Advisors Roles
- Planning an Event
- Record Keeping
- Motivation
- Communication
- Retaining Members
- Resource



Registration Forms and Handouts

- How to Start a Student Organization
- Advisor Responsibilities
- Success as an Organization President
- How to Prepare your Organization's Constitution and By-laws
- The Roll Call
- Student Organization Travel
- Guidelines for Planning Fun, Safe and Effective Parties
- Guidelines Using University Facilities
- News Release Request Form
- Student Organization Registration Form
- Changing of the Guard Form

Registration, Benefits & Programs

- Re-registration occurs each academic year in May
- Changing of the Guard Form: used when officers change during the year
- Mailbox in the Student Programming Office
- Emails sent out from Student Programming
- Leadership Summit- usually held last Friday before school starts for the fall semester
- Leadership Retreat- held during the spring semester
- Organizational Fairs- held first Tuesday -or- Wednesday during the First week of Fall and Spring semester
- Awards Banquet: Applications due in late March/early April
- Who's Who: The deadline for submission is **February 02, 2009 by 5:00 PM**

Who's Who Among Students in American Universities & Colleges

Requirements:

- YSU has been allotted 150 places in this year's directory
- Nominees must be of junior status, or better
- Minimum 2.50 cumulative grade point average
- Graduate students are also eligible

Form/Deadline:

- Forms at: <http://cfweb.cc.yzu.edu/whoswho/>
- Deadline for submission is **February 02, 2009 by 5:00 PM**

Student Awards Banquet
Thursday, April 23, 2009

- **ARBY'S LEADERSHIP SCHOLARSHIP**
For Outstanding Undergraduate Campus Leaders
- **CONSTELLATION AWARD**
Outstanding University-Wide Program
- **LIBRA AWARD**
Outstanding Advisor Award
- **MENTOR OF THE YEAR**
For Faculty/Staff Member Who has Contributed the Most to the Development of a YSU Student
- **MULTICULTURAL STUDENT SERVICES**
Leadership Award
- **ORION AWARD**
For Outstanding University-Wide Programs
- **YSU PIN AWARD**
For Outstanding Graduating Student Leaders

Constitution and By-Laws

- Why do you have them?
- What is included in a constitution ?
- What is included in By-Laws?
- How do you change or add something to a Constitution or By-Law?
- <http://www.yсу.edu/recenter/StudentProgramming/constitutionbylaws.shtml>

Campus Logistics

Facility Reservations

- Kilcawley Center/Rec 5—Chris Pullium x-3577
- Other Campus Buildings— Christina Texter x-2962
- Police, Kim Sheward x-2778
- Food: Sodexo: Dining Services
 - Debbie Picchiottino, x-1979
- Alcohol/Liquor: Sodexo: Dining Services
 - Debbie Picchiottino, x-1979
- Parking Services, x-3546 or x-7167

Funding Sources / Fundraising

- SGA - <http://www.yсу.edu/sga/funds.php>
- Campus Policies on Fundraising
 - <http://www.yсу.edu/recenter/StudentProgramming/fundraising.shtml>
- Development Office – Phone-a-thon
- <http://www.campusfundraiser.com/index.asp>



Running An Effective Meeting

1. Have concrete goals for each meeting
2. Make sure all members are aware in advance of the meeting day, time, and place
3. Always start meetings on time!
4. Prepare an agenda
 - Attendance
 - Review of last week's minutes
 - Executive Board/Committee Reports
 - Advisor's Report
 - Old Business
 - New Business
 - Responsibility Sign-Up
 - Announcements



Running An Effective Meeting (cont.)

4. Have a process for group decision-making that is consistently used (*Voting procedures outlined in your by-laws*)
5. Keep track of the discussion and decisions made at meetings. Have a secretary or individual be responsible for taking notes at the meetings so minutes can be sent out to members. (*Use Portal Groups to post minutes*)
6. Don't be afraid to add spice to your meetings! Have a guest speaker and/or refreshments once in a while. Conduct fun, new icebreakers at the beginning of meetings (Night Out or Special Topic Programs)

Recruiting New Members



What are
you doing
now?

Recruiting New Members

- What can you do?
 - Student Organization Fair (2 times this semester)
 - Foam Party
 - Set up informational meetings
 - Create a brochure about your organization
 - Develop slide show of your organization
 - Digital picture frame
 - Target large groups of students
 - Athletics, Peer Assistants, RA, Campus Rec, Honors, Greek Life
 - Article in Jambar
 - Bring a friend incentive program
 - Set up a table at campus events
 - Business cards – Include organization name, a contact and meeting information

Advisor Roles

Some advisors are more involved than others
The University expects an advisory as opposed to directive capacity

1. Providing the officers with the elements of good organization and administrative practice, including records of the past three years of the organization's minutes and financial accounts;
2. Assisting in the development of procedures and plans for action
3. Keeping the group focused on its goal
4. Fostering self-discipline and responsibility in the group
5. Stimulating programming (e.g., speakers, workshops, ect.).

Advisor Roles (cont.)

- Advisors should be available to the officers and members in order to share ideas about the organization affairs
- Meet with the officers as a group monthly to discuss the progress and direction of the group
- Attend meetings and functions of the group
- Advisors should advise and consult with the organization and its officers in its financial affairs
- Co-signatures on all organization checking and savings transactions is recommended. Appropriate forms for all financial institution accounts should be updated whenever a new president/treasurer is elected or appointed.
- Advisors should sign or co-sign appropriate University forms such as the student organization registration forms

Planning an Event

- Location (Date, time, fees, other campus events)
- Police
- Food
- Guest
- Decorations
- Laws (copyrights of themes, music or movies)
- Marketing

Marketing

- Banners and posters (bulletin board rules SGA) Stamped and Limits
- Graphic Services—Kathy Leeper
- Info tables reserved through Kilcawley Arcades
- Flyers and Quarter Sheets
- Table Tents
- Jambar— story or blurb on side or buy an ad
- Facebook and MySpace
- **Word of Mouth**
- Large lecture classes before and after class to hand out flyers
- Chalking sidewalks (Not under overhangs—rain must reach them)
- Painting the Rock
- Contact large student groups (Athletics, Campus Rec, Housing)
- Target Marketing (fundraiser or social event)

Record Keeping & Training

- Outgoing officers and advisor should plan either several orientation workshops or an organizational training retreat
- Records of the past three years of the organization's minutes and financial accounts
- Transferring information through binders is helpful during training



Officer Training

“Leadership transition between old and new officers is like the passing of a baton between two members of a relay team at a track meet. Just as a smooth transfer of the baton reduces time and creates the potential for placing, so leadership transitions make the critical difference between a successful year or one in which officers feel like they are always running behind trying to catch up.”



Officer Training

- **Historical perspective of the organization**
(Constitution and By-laws, Policies and Procedures, Officer job descriptions, Officer background information, Meeting minutes, historical records)
- **Previous year's goals, projects and activities**
(Status report on current and continuing projects, Evaluation of previous projects)
- **Financial Information**
(Previous year's budget, Financial records, Suggested changes)
- **Roles and Relationship**
(Resource or contact list, Roles and expectations of officers and advisor in coming year)

Motivation/ Retaining Members

- **Hints on Motivating Others**
- Study members and learn what makes each one tick.
- Be a good listener.
- Criticize in private.
- Praise in public.
- Be considerate.
- Delegate responsibility to others.
- Give credit where credit is due.
- Avoid domination or forcefulness (i.e., bossiness).
- Show interest in and appreciation for others.
- Make members want to do things through inspiration, incentives, and recognition.
- Let everyone know your plans, even at the early stages.
- Never forget that the leader is the role model.

Motivation/ Retaining Members

- Play up the positive.
- Be consistent.
- Show members that you have confidence in them.
- When you make a mistake, admit it.
- If an idea is rejected, tell the originator why.
- Be careful of what you say and how you say it.
- Put yourself in your members' shoes.
- Remember that people carry out their own ideas best.
- Give members the opportunity to take part in making decisions—especially those that involve them.
- Let members know where they stand and why.

Communication

- Utilizing the MyYSU Portal
- **Group Tools**
 - Homepage
 - Announcements
 - News
 - Photos
 - Links
 - Files
 - Message Board
 - Calendar
 - E-mail
 - Chat
 - Members



Resources

- The Department of Campus Recreation and Student Programming – USE US

Questions



THANK YOU

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