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# Best Practices in Student Leadership

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## The Events of 2020

- Start with having a \_\_\_\_\_ about the events of 2020
- Give each person a chance to \_\_\_\_\_, either with the whole group or by breaking out into smaller groups
- Discuss how your \_\_\_\_\_ will address these events in the fall in new student orientation, club and org recruitment fairs, programs, and leadership training
- Have a plan for review of new \_\_\_\_\_ that may seek recognition
  - Are they \_\_\_\_\_ with a predominance of student members?
  - Are they \_\_\_\_\_ and open to all members?
  - Is your campus prepared to \_\_\_\_\_ groups that meet your criteria but may have a mission and/or objectives you disagree with?

## Building Your Leadership Program

- Meet your students where they \_\_\_\_\_ – how can you address their needs and situations?
- Actively engage the \_\_\_\_\_ and involve them in increasing participation
- Promote campus leadership \_\_\_\_\_ through advisors, departments, and staff

- \_\_\_\_\_ with other similar types of institutions, or those of geographical proximity, to conduct leadership and issue-oriented programming
- Promote campus \_\_\_\_\_ starting at new student orientation and with all on-boarding activities
- Create an \_\_\_\_\_ program
- Hold a leadership conference or retreat that \_\_\_\_\_, informs, and is interactive
- Consider \_\_\_\_\_ events to bring exciting aspects to your trainings and programs
- Make leadership opportunities \_\_\_\_\_ to all students, regardless of involvement levels
- Make leadership \_\_\_\_\_, not just an unpaid job!
- Use incentives and \_\_\_\_\_, not rules, regulations, and punishments
- Build your leaders in the current, \_\_\_\_\_ world:
  - \_\_\_\_\_ appointments to get them talking and away from their screens
  - Do \_\_\_\_\_ by phone, text, social media, email, driving by
  - \_\_\_\_\_ sessions to help them find their strengths and areas for improvement – individual and intentional
  - Consider using a 10-question leadership \_\_\_\_\_, e.g. “I am confident in my ability to motivate students to be involved”
  - Connect and build \_\_\_\_\_ with other groups on campus

### **Virtual Recruitment Fairs**

- Students have access to clubs and organizations that they are \_\_\_\_\_ in by recording or live video, 90 – 120 seconds, with Q&A during live video sessions

- Make use of Zoom Rooms, IG and FB Live, other features of your school's \_\_\_\_\_
- Ask your IT Department for help and \_\_\_\_\_ them to be creative!
- Create a \_\_\_\_\_ access point for clubs and orgs to post take-away info
- Have a system for students to win \_\_\_\_\_ by checking out different orgs
- Check out the Stanford University model at <https://admit.stanford.edu/virtual-activities-fair/>

### **Membership Invitation Program**

- Ask faculty (or high school counselors for incoming students) to \_\_\_\_\_ students for certain types of clubs and orgs, or even specific groups like student government
- Send a \_\_\_\_\_ to the student letting them know they have been nominated and invite them to join
- Download a template at <https://bit.ly/3ovZYXD>

### **Retention: Teach Students How to Conduct Great Meetings**

Great meetings are vital to the \_\_\_\_\_ of organizations and maintaining members!

- Have an \_\_\_\_\_, with a clear call to order.
- \_\_\_\_\_ on time
- \_\_\_\_\_ on time

### **Basic Agenda**

**Call to Order** – Start of the meeting

**Quorum** – The number that must be present to hold a meeting

**Reading of the Minutes** – Record of the previous meeting

**Officer Reports** – Officers report on their activities, concerns, needs, etc.

**Committee Reports** – Committees report on their activities, concerns, needs, etc.

**Old Business** – Items left over from previous meetings

**New Business** – New items for consideration

**Announcements** – Information for the benefit of the organization

**Adjournment** – End of the meeting

- Stay on \_\_\_\_\_
- Get \_\_\_\_\_ from a lot of people
- Make \_\_\_\_\_ feel welcome with a greeter and practical interactions (icebreakers)
- Play \_\_\_\_\_ before and after the meeting
- Provide \_\_\_\_\_ time as much as possible, either as part of the meeting or after

**Retention: The 5 R's**

- ✓ Give them a \_\_\_\_\_ (ask them for their ideas and then put them in charge of it!)
- ✓ Enforce \_\_\_\_\_
- ✓ Give out \_\_\_\_\_
- ✓ Assign them a \_\_\_\_\_
- ✓ Help them to build \_\_\_\_\_

**Virtual Meetings and Events**

- Provide an emergency \_\_\_\_\_ number for people to call if they cannot access the meeting
- Check all the \_\_\_\_\_ before you start:
  - Run an \_\_\_\_\_ check
  - Test your \_\_\_\_\_
- Use an \_\_\_\_\_ cable for better internet connection

- Enable \_\_\_\_\_ controls to limit:
  - \_\_\_\_\_ between participants
  - The ability to \_\_\_\_\_ themselves
  - \_\_\_\_\_ on slides
  - \_\_\_\_\_
- Use the \_\_\_\_\_ room feature or password
- Suggest everyone keep their \_\_\_\_\_ on for accountability and personal connection
- Use \_\_\_\_\_ rooms for ice-breakers, work sessions, or focus groups
- Run \_\_\_\_\_ to help participants remain engaged
- Start the \_\_\_\_\_ by asking each person how they are doing and to find out what's new
- Encourage students to use the chat feature to ask questions and offer \_\_\_\_\_ to others
- \_\_\_\_\_ the session so members who could not attend live can watch it later

### Accountability

- Consider having officers and other leaders sign a \_\_\_\_\_ Agreement that spells out their duties, cosigned by the advisor
- Give them duties and responsibilities that takes them away from the \_\_\_\_\_ to avoid screen fatigue
- Understand the \_\_\_\_\_ that your students have, they may be even busier now with studies, work from home, and maybe parents who are caring for children who cannot go to school or day care
- Encourage them to work hard and be \_\_\_\_\_, this is more than a resume enhancer – it is an internship in leadership and people skills

- Allow students to take \_\_\_\_\_ and make mistakes. This is vital to leadership growth.
- Separate the person from the \_\_\_\_\_

**Club or Organization Planning Own Leadership Retreat**

- Determine if you are going to do it in-person, \_\_\_\_\_, or virtual. If in-person, where are you going to hold it?
- Review the roles and responsibilities of each \_\_\_\_\_.
- Do a \_\_\_\_\_ session for the organization, the executive board, and each position.
- Have team \_\_\_\_\_ to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
- Have strong \_\_\_\_\_ but make the learning fun!

**A few more ideas...**

- Create a wi-fi \_\_\_\_\_ in campus parking lots so students can connect and work from inside their own vehicle
- Encourage social \_\_\_\_\_ meet-ups:
  - Bring \_\_\_\_\_ to a park or section of campus and sit six feet apart
  - \_\_\_\_\_ for meetings and leadership sessions in on-campus parking or nearby churches, shopping centers that have not fully opened, or movie theaters
  - Create social distance zones on your campus by painting \_\_\_\_\_ six feet apart
- Get group pictures by using screen shots during meetings and events. Post to social media to show that your students are \_\_\_\_\_!