



Ivy Tech Community College South Bend

Membership Retention and Fun & Engaging Meetings

Dave Kelly | America's Student Leadership Trainersm

What are the most important aspects of your organization?

Organization Name: _____

A. Meetings

1. Meetings are _____ or _____.
2. Make the meeting _____ and _____ with lots of _____.
3. A _____ welcomes people to the meeting.
4. Have _____ to give attendees a chance to meet other people.
5. Call the meeting to order on _____.
 - a. Have _____ playing.
 - b. _____ the meeting and post it so members can access it later if they could not attend live.
 - c. Lead a group _____ such as the Pledge of Allegiance.
 - d. Recite club or organization _____, if applicable.
 - e. Have an invocation, humorous story, thought of the day, or this day in _____.

- f. Offer membership _____ in the form of the “membership minute.”
- g. _____ report on their activities and items of interest.
- h. Introduce _____ guests and other meeting attendees.
- i. _____ report on their activities and items of interest.
- j. Recognize _____, big accomplishments, and milestones.
- k. End the meeting on _____.

B. The organization is not what the student _____ it to be.

- 1. Be _____ and upfront regarding what the club is about.
- 2. Be clear regarding expectations about meeting _____ and how much _____ is required.
- 3. Have a varied _____ of activities, some of which can include other _____ members and friends such as _____ projects.

C. Challenges keep members from being _____.

- 1. _____ for the student have changed:
 - a. _____ with work or class schedules.
 - b. Another _____ meets at the same time.
 - c. Academic _____ may be heavier than expected.
- 2. Employ:
 - a. All available _____!
 - b. Have more than _____ meeting per week, at a different time and day, perhaps led by the vice president.

- c. Participation in _____ and activities, even if they cannot make meetings.
- 3. _____ issues
 - a. Consider the _____ that someone should have to pay to be involved.
 - b. Use an _____ for dues and other financial commitments.
- 4. Members miss a lot of _____.
 - a. _____ to let them know they were missed.
 - b. Send a _____ note.
- 5. Make the club or organization fun to be a part of by making membership in the organization _____.
 - a. Conduct an _____ ceremony.
 - b. Give a _____ of membership or a name badge.
Give value to membership in the group through _____
(scholarships, conventions, networking, etc.)

D. The 5 R's of Retention

- 1. Give them a _____.
- 2. Enforce _____.
- 3. Give out _____.
- 4. Assign them a _____.
- 5. Help build _____.