



University of St. Thomas

Membership Retention: Keeping Students Engaged and Involved in Campus Organizations

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I. Membership Retention in the Virtual World

A. Issues Affecting Retention

1. Meetings are _____ or _____.
2. Make the meeting _____ and _____ with lots of _____.
3. A _____ welcomes people to the meeting.
4. Have _____ to give the 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 _____.
 - e. Have an invocation, humorous story, thought of the day, or this day in _____.
 - f. Offer member _____ in the form of the "membership minute".
 - g. Give members an _____ to talk about what is going on with them, _____ concerns, and _____ how they feel.
 - h. _____ report on their activities and items of interest.

- i. Introduce special _____.
- j. Have the greeter introduce other guests and meeting _____.
- k. _____ report on their area of responsibility and upcoming activities.
- l. Recognize _____, big accomplishments, milestones.
- m. End the meeting on _____!

B. Parliamentary Procedure | Basics

- 1. Members can:
 - a. Present motions: “_____.”
 - b. Second motions: “_____.”
 - c. Debate motions: “_____”
 - d. Vote on motions: “_____/_____/_____”
(or “Yes/No/Meh”)

Motions are how things get done!

- 2. To get a _____ on the floor:
 - a. The chair recognizes the speaker.
 - b. The speaker says, “I move.”
 - c. The chair calls for a second.
 - d. Someone says, “I second.”
 - e. The chair calls for discussion.
 - f. The motion is discussed.
 - g. The chair calls for a vote.

C. Keys to Parliamentary Procedure

- 1. A motion should be made before _____ of a topic.
- 2. Only _____ motion can be considered at a time.
- 3. The person making the motion gets to _____ about it first, then the person who made the _____.

- 4. Motions can be _____ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
- 5. Amendments to the motion must be _____ on before going back to the main motion. If the amendment is _____, then it becomes part of the main motion. If _____, then you go back to the original, main motion.
- 6. After all of the discussion, take a vote: usually a _____ vote passes the motion.

D. 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 _____ attendance and how much _____ is required!
- 3. Have a varied _____ of activities, some of which can include other _____ members and friends, such as _____ projects.
- 4. Watch for _____ and drama and approach it by using effective management modes.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

E. Challenges _____ 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 financial commitments.
 - c. Conduct _____ - _____. (You must clearly state the purpose of the activity and what the money is for.)
Virtual fundraising ideas: <https://bit.ly/311YZyj>
- 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 induction _____.
 - b. Give a _____ of membership or a name badge. Give value to membership in the group through _____ (scholarships, conventions, networking, etc.)

II. **Secrets of Motivation and Delegating Authority**

A. Personal Survey: (True or False)

- | | | | |
|----|---|---|---|
| 1. | I cannot trust others to be responsible | T | F |
| 2. | I am afraid of losing control and results | T | F |
| 3. | The person at the top has all the answers | T | F |
| 4. | It is easier and faster to just do it yourself | T | F |
| 5. | Delegation diminishes your prestige and authority | T | F |
| 6. | I don't want to be left out of recognition for success | T | F |
| 7. | Other people are just too busy to take responsibilities | T | F |
| 8. | No one sees the big picture like I do | T | F |

B. Delegation and Leadership

1. _____ is the process of getting things done through _____.
2. This requires leaders to have skills in _____. These skills include:
 - a. The ability to _____.
 - b. A need to _____.
 - c. The provision of continuous _____.
 - d. Effective _____ techniques and tactics.
 - e. A clear and defined _____.
3. When delegating, you have to be willing to _____ and let _____ do their _____.

C. Tips to motivating others

1. Identify the _____ and what you are trying to _____.

2. Determine _____ you want to motivate.
3. Find that person's _____.
4. _____ that person for _____ you want. Never fear _____!

D. Delegating _____!!

1. I cannot trust others to be responsible: How can they _____ you?
2. You will lose control: Let others _____ you.
3. The person at the top has all the answers: Ask for _____ from others.
4. It is easier and faster to just do it yourself: But, will it be _____.
5. Delegation diminishes your prestige: It will _____ it!
6. Others will receive recognition: As the leader, _____ will, too.
7. Delegation is impossible, everyone's too busy: People can make _____ for anything that want to.
8. No one sees the big picture like you do: Share your _____.

E. Keys to Motivation

1. Make sure the job is clearly _____.
2. Expectations must be _____ and within an established _____.
3. Ensure that the person has the _____ and _____ to do the job.
4. See to it that the person is _____ to accomplish the task.
5. Provide adequate and on-going _____.

6. Give _____ that are clear and meet the needs of the person.

7. Make sure _____ to do the job are available.

III. The 5 “R’s” of Retention”

- A. Give them a _____.
- B. Enforce _____.
- C. Give out _____.
- D. Assign them a _____.
- E. Help build _____.

IV. Points of Information About Meetings

- A. Play _____.
- B. Use _____ and _____.
- C. _____.
- D. Let _____ know in _____ that they will be _____ to speak or report.
- E. Rotate your meeting format (example)
 - a. Week One: Business
 - b. Week Two: Social and fun
 - c. Week Three: Service Project
 - d. Week Four: Speaker
- F. _____ on time, _____ on time.
- G. Use _____ to make a _____.