



Org Now What? Internal Development of Your New Team

Albany State University New Club Leadership Series

Dave Kelly | America's Student Leadership Trainersm

Officer Responsibilities | What is your job?

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Secretary | <input type="checkbox"/> Committee Chair |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Treasurer | <input type="checkbox"/> Advisor |

President

- Runs the _____ in an orderly fashion
- Follow up with _____ and committee _____ on their responsibilities
- Ensures that all activities are _____ with school policies, philosophies, and procedures
- Set a _____ tone for the organization
- Be the _____ and _____ for the group

Vice-President

- Run meetings in the _____ of the president
- Serve as an ex-officio member of all standing _____
- Oversee membership _____ and _____
- Help the _____ shape the vision for the organization

Secretary

- Record _____ and _____ at meetings
- Distribute copies of weekly meeting _____ to all members & Advisor after the meeting concludes [*Minutes Template available at <https://bit.ly/2XQZO68>*]

- Report on the organization's _____ to campus, _____, and national leaders
- Keep the membership _____, including _____ information up-to-date

Treasurer

- Receive all _____, collect dues and issue receipts, as applicable
- Promptly pay all _____ obligations, as applicable
- Maintain up-to-date _____ records of the organization, give a financial report at each regular meeting, and provide an _____ report at the close of their term
- Oversee _____ efforts

Committee Chairs

- _____ members for the committee
- _____ committee meetings
- _____ on committee activities

Committee Chairs | Sample Positions

- | | | |
|-----------------------|---------------------------|------------------------|
| • Fundraising | • Events | • Public Relations |
| • Community Outreach | • Finance & Budget | • Membership Education |
| • Community Service | • Philanthropy | |
| • Leadership Training | • Recruitment & Retention | |
| | • Social Media | |

Officer Responsibilities

Review the _____ documents of your organization (Constitution, By-laws, Standing Rules, etc.) to provide further insight on officer, advisor, committee chair, and member responsibilities.

Running Meetings | Basic Agenda

- I. **Call to** _____ – Start of the meeting
- II. _____ – The number that must be present to hold a meeting
- III. **Presentation of the** _____ – Record of the previous meeting
[Minutes Template available at <https://bit.ly/2XQZo68>]
- IV. _____ **Reports** – Officers report on their activities, concerns, needs, etc.
- V. _____ **Reports** – Committees report on their activities, concerns, needs, etc.
- VI. _____ **Business** – Items left over from previous meetings
- VII. _____ **Business** – New items for consideration
- VIII. _____ – Information for the benefit of the organization
- IX. _____ – End of the meeting

Responsibilities of Meeting Chair

- 1. _____ the meeting, effectively and fairly.
- 2. Set and /or follow the published _____.
- 3. Call on _____ to participate, make motions and proposals, and speak.
- 4. Restate _____ after they are made.
- 5. _____ discussion and call for votes.

Membership Recruitment

Conducting a successful recruitment session

- 1. No _____!
- 2. _____ your club (tri-boards, scrapbooks, videos).
- 3. Wear proper _____ (t-shirts) or a _____ look.
- 4. Several _____ should participate. (at least 3)
- 5. Have a defining _____ or question: (write yours here) _____

Elements of a Successful Recruitment Session

1. Sign-up sheet information – Use _____, _____, or _____ to a Google Doc or similar platform. Get this info:
 - a. Student _____
 - b. _____ Status
 - c. _____ number
 - d. _____ address
 - e. Areas of _____
 - f. _____!
2. Create an informational _____. It should contain the following:
 - a. _____ of the organization
 - b. List of activities, programs, and _____ to be involved.
 - c. List of typical _____
 - d. List of _____ within the organization (including the advisor)
 - e. _____ addresses
 - f. Meeting _____, _____, and place/platform
3. Display _____ or _____.
4. _____!

Follow-up on the Recruitment Session

1. Everyone who signed up should receive a _____ that same night with your _____ attached.
2. Invite them to the _____ meeting.
3. Before information meeting, _____ to remind of meeting date, time, place, and to _____ them to attend.

The Information Meeting

Campus organizations that show a real interest in obtaining a student's _____ are better poised to get them as a _____.

Provide a virtual participation option for on-line only students, people who cannot be on campus during the meeting, and to record it for those who cannot attend live.

Successful Information Meetings

1. Have dedicated people handle the _____ aspects.
2. _____ all attendees as they _____ the meeting.
3. Pair them with a _____ member(s), perhaps use a _____ room.
4. All _____, advisors, and members introduce themselves.
5. Have an _____ to get people mingling virtually and in-person.
6. Get _____ and background information through an application or similar format. (All sources of contact: home phone, cell phone, all email addresses, school mailing address, home mailing address, and social media. Get high school and community activities.)
7. _____!

Membership Retention

Most Important Aspects of Your Organization

Be _____ and upfront regarding what the club/organization is about.

The Five “R’s” of Membership Retention

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