



Students Success Through Positive Leadership in the Virtual World and Beyond

St. Joseph's College Long Island | March 29, 2021
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I. Serving Leadership

- A. Puts _____ above _____.
- B. The distinction in being a serving leader:
_____ vs. _____
- C. Willingness to take _____.
Serving leaders are willing to put themselves on the _____.
_____ are not roadblocks, but _____
to be overcome.
- D. _____ of other people and communities

II. Leaving a Legacy

- A. My Legacy on Campus, in Life, in Leadership:

- B. Uncompromised _____.
What Do I Value?
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

III. Finish Strong!

A. Officer Transitions

- 1. Writing effective _____ is of value to every organization. They should include:
 - a. Time the meeting began and ended.
 - b. Summary of events during the meeting.
 - c. Exact detail of actions taken, including motions.
 - d. Who was in attendance at the meeting.
 - e. Future plans, programs, and activities.

A template can be found at <https://bit.ly/2XQZO68>

- 2. Create a _____, using tabbed dividers. Include:
 - a. _____.
 - b. Sample _____.
 - c. Sample _____.
 - d. _____ of the year's activities.
 - e. Who to _____.
- 3. Meet with your _____. Give them the ins and outs, the good and bad, goals accomplished and what is still left to do. And get their _____ info! [Email, phone, social media, etc.
- 4. Give a copy of all materials to the _____, I have found that 20-25% of the new officers elected in the spring either

don't _____ in the fall or just fall off the _____ . Those materials and resources may be lost in those cases.

5. Be focused and _____ with your transition and you will ensure the continued _____ health of your club or organization. This is your **legacy** as an officer!

B. Notes for Advisors

1. Attend meeting and events, but _____ run them!
2. Give ideas and _____ about programs, projects, and the direction of the organization.
3. Allow the students to _____ .
4. Manage the _____ .
 - a. Ensure that all of the activities are _____ with school policies, philosophies, and procedures.
 - b. Be a _____ !
 - c. Encourage all of the _____ to be involved and engaged!
5. Advisors are the _____ that holds the group together.

C. Planning Your Own Transition Retreat

1. Determine if you are going to hold it _____ or _____ . If in-person, where are you going to hold it?
2. Review the roles and responsibilities of each _____ .
3. Do a _____ session for the organization, the executive board, and each position.
4. Have _____ to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
5. Pass on _____ , _____ , _____ , etc.
6. Have strong _____ but make the learning _____ !