

# Resources for Student Leaders

**Semester Guide to Student Leader Responsibilities**  
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# Semester Guide to Student Leader Responsibilities

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The following are suggested student club/organization leader responsibilities by semester. Each club/organization has different needs. Thus, each group should develop a more complete list.

## Fall

1. Get organized to participate in the Fall Student Organization Involvement Fair. The Fair is typically held on the second Thursday of the term from 10:00am -2:00pm on the Mall. Watch for the registration announcement over the LEADUA listserv and OrgSync messaging. After the announcement goes out, R.S.V.P. through provided link to reserve your spot.
2. Schedule meeting times and locations. Reserve classrooms with Room & Course Scheduling (Rm. 347, Modern Languages) or Student Union meeting rooms with Events Planning (3<sup>rd</sup> floor SUMC).
3. Conduct a general meeting/open house to invite membership.
4. Plan activities to help your members get acquainted with each other. Icebreakers are always helpful at the first few meetings.
5. Put together materials for each member including: your group's constitution; a membership list; a list of goals and objectives; and a calendar of meeting times and locations, as well as any set dates for projects or special events.
6. Schedule regular meetings with the other officers and the advisor.
7. Check on the status of your bank account and financial status. Does the group need to plan any fundraising activities? Start planning now.
8. If you are in need of funds, check on the ASUA funding schedule. For more information regarding ASUA Funding visit <http://clubs.asua.arizona.edu>. Funding forms are available online and in the Club Resource Center (Rm. 325W, SUMC).
9. If you have not done this already last Spring, set goals and objectives for the year.

# Semester Guide to Student Leader Responsibilities (cont.)

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## Spring

1. Review your goals and objectives. Are you on track? Set SMART organizational goals that are *Specific, Measurable, Achievable, Results-focused and Time-bound*.
2. Schedule meeting times and locations. Make your reservations as soon as possible with either Room & Course Scheduling or the Student Union's Events Planning Office.
3. Prepare for officer election/selection early in the semester. New officers are typically elected/selected in the middle of spring semester.
4. Outgoing officers should train the newly elected/selected officers.
5. Write an annual report summarizing the group's activities, successes and failures. Make recommendations for following years. This is very useful for the new leadership and it provides historical information for the files.
6. Make sure your officers emails and addresses are updated in your club/organization written files by completing a Change of Officers/Advisor form available at: <https://orgsync.com/forms/show/16612>, and update your information website online.
7. Consider nominating individuals, clubs/organizations or events for a student clubs/organizations award.
8. Make sure your club/organization participates in re-registration meetings in the mid- to late Spring to make sure your club/organization is recognized for next Fall.

### **New Officers Should:**

1. Review organizational files and information with outgoing officers.
2. Locate all financial records and go over these with the outgoing officers.
3. Have a meeting with your advisor and other new officers to talk about what direction you would like the organization to move in. Discuss successes and failures from the current year.
4. Plan now for participating in the Fall events like Family Weekend and Student Organization Fair. Set dates, make plans and delegate tasks.
5. Hold a goal-setting session for next year with the entire group.
6. Get summer and fall email and phone list of all members. It is very difficult to get started in the fall when you do not know how to get a hold of people.

## Summer

1. Write emails to the officers and members to keep them updated. This is also a good way to build motivation and excitement for the fall.
2. Organize your written and electronic files and discard any unneeded materials.
3. Prepare and organize for early fall events, such as the Fall Student Organization Involvement Fair, Wildcat Welcome Week, and Family Weekend.

Adapted from: Michigan State University Student Organization Handbook  
[http://www.studentlife.msu.edu/current\\_students/rso/documents/student\\_organization\\_leader\\_responsibilities.pdf](http://www.studentlife.msu.edu/current_students/rso/documents/student_organization_leader_responsibilities.pdf)

# Running Effective Meetings

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Do you dread attending meetings because they are dull, unproductive, disorganized and endless? Don't worry! With proper planning and preparation, any meeting can be effective and fun.

Meetings have several functions. They give members a chance to discuss goals and objectives, and keep updated on current events. They provide a chance to communicate and keep the group cohesive. But most of all, meetings allow groups to pull resources together for decision-making. Start with careful planning, finish with a thorough follow-up, and the meeting will almost run itself. Here are some tips to make your next meeting successful and productive:

## Before the Meeting

- Define the purpose of the meeting. If you can't come up with the purpose, don't have a meeting.
- Develop an agenda with officers and advisors. An example agenda may be:
  - Call to order
  - Approval of the agenda
  - Correction and approval of minutes
  - Announcements
  - Officer reports
  - Committee reports
  - Unfinished business
  - New business
  - Special issues
  - Adjournment
- Distribute the agenda and circulate background material, such as lengthy documents or articles, prior to the meeting so that members will be prepared and feel involved.
- Choose an appropriate meeting time. Set a time limit and stick to it. Remember that members have other commitments.
- If possible, arrange members so that they face each other. For larger groups try U-shaped rows. A leader has better control when he/she is centrally located.
- Choose a location suitable to the group size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
- Use visual aids, such as posters, for interest.
- Vary meeting locations if possible, to accommodate different members.

# Running Effective Meetings (cont.)

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## During the Meeting

- Greet members and make them feel welcome, even the late ones.
- If possible, serve light refreshments; they are good icebreakers.
- Start and end on time.
- Review the agenda, and set priorities for the meeting.
- Stick to the agenda
- Encourage group discussion to get all viewpoints and ideas. You will have better quality decisions as well as highly motivated members.
- Encourage feedback. Ideas, activities, and commitment to the organization improve when members see their impact on the decision-making process.
- Keep conversation on topic, toward the eventual decision. Feel free to ask for only constructive comments.
- Delegate responsibilities and establish due dates. Give members a voice in decision-making.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- Lead. Be a role model by listening, showing interest, appreciating and having confidence in members. Admit your mistakes.
- Summarize agreements reached, and end the meeting on a unifying or positive note. For example, have members volunteer thoughts of things they feel are good or successful, reciting the organization's creed, or good of the order.
- Set a date and time for the next meeting.

## After the Meeting

- Prepare and distribute minutes within 24 hours. Quick action reinforces the importance of the meeting and reduces error of memory.
- Discuss problems during the meeting with officers so that improvements can be made.
- Follow-up on delegation decisions. See that all members understand and carry out their responsibilities.
- Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.

Taken from "Fraternity/Sorority President's Manual 2002" Published by the Student Activities Office, Indiana University

# Becoming a Better Facilitator

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Whether running a meeting or facilitating a group discussion, the following tips may be helpful for encouraging participation and contributions from group members, diffusing tension or de-escalating a potential conflict, and making members feel heard:

- Encourage communication and involvement of all members:  
"Our goal for the meeting today is...Does anyone see it differently?"
- Ask team members for opinions and feelings to encourage discussion:  
"Do you agree with ...?"
- Paraphrase what someone has said to help members understand each other:  
"What I'm hearing is... Is that right?"
- Probe an idea in greater depth:  
"What are some other ways to approach this problem?"
- Suggesting a break or rest:  
"We have been working on this problem for about an hour. I suggest we take a ten minute break."
- Moving the team toward action:  
"I'd like some suggestions on possible ways to get started."
- Poll members:  
"How does everybody feel about this?"
- Recommend a process:  
"I suggest we go around the table to see how everyone feels about this issue."
- Get back on track:  
"How does what we're talking about relate to our agenda item?"
- Explore potential results:  
"If we did it this way, what is the worst thing that could happen?"
- Move toward a decision:  
"We have discussed both sides carefully. It's time we made a choice."

Adapted from Harrington-Mackin. (1994) The Team Building Tool Kit. New York: AMACOM American Management Association

# Effective Delegation

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## **1. Identify the Key Task**

The first critical step is to recognize and track all the main tasks that the members of your group must accomplish. Develop a task list for your group. Define the task and establish your goals for a project. Have a vision to carry through a project.

## **2. Delegate each task appropriately**

Review a list in order to identify the tasks that you should do and those that can be delegated to the members of your group. Choose members whose skills and personality styles match the assignment. Empower members so as to provide them an opportunity to grow and be challenged.

## **3. Explain each task to your members**

Define and clarify the nature of task that is delegated to your members. To ensure a collaborative approach, properly communicate to all the members of your group as to what tasks and to whom it has been delegated. Be sure to give specific directions and to make your expectations clear, for both quality and time frame. Explain to the members clearly as to why the task is important and how it contributes to the organization as a whole.

## **4. Develop a plan for each task assigned**

A sound plan is essential for the projects to succeed. Good planning is a critical part of the delegation process. The plan should define how the task will be accomplished; list the subtasks, and their completion dates. Make sure your members have all the necessary resources to complete the assigned task. Encourage your members to take a lead in developing the plan.

## **5. Monitor the progress**

Review the progress of each task on a regular basis. Set checkpoints for both short- and long-range projects. Give members the freedom to perform and avoid close supervision. Measure the success by quantifiable criteria. Give praise and constructive criticism where it is due. Try not to "point the finger;" instead look at the failed act of delegation as a learning opportunity. Help your members to learn and grow through both their successes and failures.

Adapted from : Marquand, B. (1993). Effective Delegation. [Manage\(I\)](#), pp. 10-12.

# Retaining Members

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Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong club/organization with enthusiastic members.

## **Growth**

Does your club/organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually "saved" for the senior members?

## **Recognition**

Do you recognize members when great things occur in your club/organization? Don't wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

## **Achievement**

A sense of "team" achievement is important. Healthy clubs/organizations make sure that everyone feels as if they contributed to the success of the organization. When the club/organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment, from a member who may have done a simple task to the president of the organization.

## **Participation**

Can everyone participate in programs and events? Make sure your club/organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization.

## **Enjoyment**

Volunteering and working hard in a club/organization has to be fun! If being part of a group isn't fun, why be a member? A student's time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your club/organization!

Adapted from: The Ohio State University's Student Organization Handbook (2003).  
<http://www.ohiounion.com/studentorgs/default.asp>

# Smooth Transitions

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The transition of leadership for your club/organization can be smooth or a complete disaster, and may determine the effectiveness of the group for years to come.

A smooth transition is:

- The responsibility of both the outgoing and incoming members.
- A way to help the group avoid starting over or starting from scratch each year.
- A transfer of significant organizational knowledge.
- A sense of closure for the outgoing members.
- A utilization of the valuable contributions of experienced leaders.
- A time for the new leadership to absorb the expertise of the outgoing members.
- A great opportunity for outgoing leaders to evaluate the year.
- An orientation process for new leaders.
- A time for incoming leaders to ask questions and outgoing leaders to give advice.

## Tips for a Successful Transition

### **Re-Register your student club/organization annually.**

Forms are available at: <https://clubs.asua.arizona.edu>. A president or treasurer should attend a re-registration assembly meeting, which will be held near the end of spring semester (in April).

### **Complete a "Change of Officers/Advisor"-when there are changes in officers.**

Forms are available on-line at <https://orgsync.com/forms/show/16612>

### **Share files and create a binder related to your position and club/organization.**

Written information and digital copies of files are very helpful if the outgoing officer graduates or moves on to a different role on campus. Keep a binder in a central location that officers can access. Your advisor should have copies of all important files and an operations manual with important information about your club/organization.

**Make sure the incoming officer has a copy of the following items**, which should be part of an Operations Manual for your student club/organization:

- An electronic copy of the constitution and by-laws
- Mission, philosophy, goals and purpose of group
- Description of officers' and members' positions, as well as committees' activities
- List of committees and their description
- Member & officer contact list
- Meeting minutes and agendas
- Contact information of important people/offices on campus
- Financial records and access to accounts (including EIN)
- List of basic annual procedures and/or calendar of annual events

- Addresses, usernames and passwords for websites
- Email, listserv usernames and passwords
- Passwords and administrative access to OrgSync
- Any historical records of the club/organization
- Meeting minutes and agendas

# Smooth Transitions (cont.)

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## **Set up a meeting and/or plan a retreat.**

Don't just drop off a binder and leave a note that says, "Good luck!" Make sure that the outgoing and incoming officers meet together and discuss all of these issues and answer questions. Retreats are a fun way to train new officers. Topics to consider on a retreat include: goal setting, idea brainstorming, group development, and direction of the club/organization.

## **Review a calendar of the year.**

Take out a calendar of this school year and review it together. What were the busy times? What kinds of things should the new officer anticipate? You may not remember everything you did, but looking at your calendar may jog your memory.

## **Review budgets and funding.**

- If the club/organization has a bank account, who has access? Transition access prior to the old officers leaving!
- Update Bank Accounts: Complete a recognition form, request a letter of recognition from ASUA to update officers on your account at: <https://orgsync.com/forms/show/16611>
- Who has relevant tax information? EIN, tax information and history? Make sure this information makes the transition
- What is the financial status of the club/organization?
- Where did the club/organization get money from this year?
- Did the club/organization apply for ASUA funding and/or received funding?
- Which fundraisers worked? Which didn't?
- Is the advisor one of the person's with access to the account? Does the advisor receive bank statements?

## **Review past and future club/organization events.**

Which events were successful this year? Which should be continued?

When should the planning start?

Which events didn't go well? Should they be revamped and tried again or just dropped?

What could have been improved?

## **Book meeting rooms and dates**

Where were meetings held? What worked? What didn't?

Has a summer contact list been created for the club/organization?

Have you booked your meeting rooms? Rooms book quickly, groups that are registered early have planned ahead have the best opportunities. Contact Event Planning Services on the 3<sup>rd</sup> floor of SUMC to reserve rooms in the student union or contact Room and Course Scheduling, room 437, Modern Languages to reserve rooms elsewhere around the University.

## **Recruitment activities**

What recruitment activities were done? What worked? What didn't work?

Why did new members stick around? If they didn't – what made them leave?

**Make introductions to resources.**

Schedule time to walk around campus together so the outgoing officer can make introductions to the important people who can serve as resources to the incoming officers (Club Resource Center in ASUA, SUMC, Event Planning Services, Facilities Management). Make sure new officers meet with the club/organization advisor as well.

## Smooth Transitions (cont.)

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### **Create a “to do” list.**

Work together to make a list of “things to do” for the incoming officer. Which items need their attention now? Make this list together so the outgoing officer can help with direction. Be sure to trade contact information so that the outgoing officer can be a resource in the year ahead.

### **Attend a student club/organization re-registration assembly.**

As a recognized student club/organization at UA, you have numerous benefits available to you, but also responsibilities. A series of information sessions in the early Fall and late Spring will provide your club/organization with any updates regarding AUSA resources and policies. Attendance by either the club/organization president or treasurer is required for re-registration. Check the ASUA website for announcements regarding the re-registration session schedule at <http://clubs.asua.arizona.edu>

### **Bookmark and frequently check the ASUA website.**

The ASUA website has important information and resources to help your club/organization throughout the year. The site includes downloadable forms, information about applying for club funding, announcements regarding events, activities, meetings relevant to student club/organizations, and more. Visit <http://clubs.asua.arizona.edu>

