

QUICK GUIDES FOR STUDENT ORGANIZATIONS

RIC

SA STUDENT ORGS



TOOLS FOR RUNNING A SUCCESSFUL ORGANIZATION

Effective Meetings

Meetings have many different purposes. While discussing pertinent business matters is a high priority, it's always good to remember that socializing and forming relationships is a key element of meetings. Meetings can also be used to complete a project, develop policies, review applications or submissions, provide training and skill building opportunities, listen to a guest speaker, go on a field trip, resolve a crisis or pressing issue, provide a general information session for prospective members, and offer an open house or reception to showcase the organization's accomplishments.

- Always prepare an agenda in advance, and if possible, forward it to group members prior to the meeting. Ask for input - additional topics, etc.
- Be sure your meeting space is of appropriate size and is reserved if necessary.
- Have a dry erase board, flip chart, markers, pens, pencils, paper, etc. present if you feel they will be needed.
- At your first meeting, explain to the group that you will expect their full attention and participation during the meeting. In return, you will always respect their time by beginning and ending the meeting on time.
- Encourage all members to participate in discussions, and constantly facilitate this process i.e., if someone has been quiet, ask them what they think; if someone is dominating the discussion, summarize their idea and direct the conversation to a new member of the group.
- Address unfinished or newly resolved issues from previous meetings.
- Keep the discussion on topic unless you feel a side discussion is of value to the group.
- Make sure that group members feel that they are working through the issues at hand. You guide the process, but the group arrives at decisions as a whole.
- Summarize and clarify occasionally - ask the group to verify summaries.
- Try to remain neutral on all issues.
- For large groups (15 or more), it is often helpful to break into subgroups for the purpose of problem solving. This strategy allows everyone to feel heard and ensures maximum input. Have subgroups report back to the larger group after the specified discussion time and refocus the attention to the larger group.
- After the meeting be sure to e-mail the meeting minutes to all members.

Team Building Activities

Icebreakers and Team Builders: a fun way to help people to form relationships and to get to know each other. The Office of Student Activities also has files of a variety of icebreakers, team builders, brainteasers, and other similar activities.

<http://www.teampedia.net>

Recruiting Members

Securing new members for a new or existing organization can be a challenge. The best way to maintain a healthy membership in your group is to remain an active group with visible events and a regular meeting schedule. This strategy, along with maintaining up-to-date contact with your advisor, SCG, and the Office of Student Activities, will enable interested students to easily find and contact you for information about joining your group.

Below are a few ways to recruit new members:

- Participate in the annual Campus Activities Day and Student Organization Showcase events.
- Place periodic advertisements in The Anchor to solicit members and to advertise open meetings.
- Plan informational sessions to encourage face-to-face connections.
- Use current members to recruit friends, roommates, and classmates.
- Cosponsor events with other student organizations to reach a wider audience.
- Post flyers in both general locations and targeted locations such as academic department locations, performing arts spaces, etc.
- Keep your organization's contact information up to date with SCG and the Office of Student Activities.
- Promote your organization at your own events.
- Have a presence on Facebook and keep your page updated.

Training to Go!

Training to Go! is interactive customized training for your organization. Topics we can work with you on include communication, team building, goal setting, recruitment, and more! Contact the Program Coordinator to set up a training.

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