Muskingum College Student Organization Leadership Information & Resources 2007-2008
Thank you for your contributions as a student leader at Muskingum!

Leadership Etiquette

A successful leader will make decisions that will enhance the entire group or organization rather than just him/her.

A successful leader realizes that no one is ever elected to an office or level that they never have someone to be accountable to.

A successful leader is an example of fair play, integrity, and dependability.

A successful leader will genuinely listen to the needs, feedback and suggestions from all of the members of the organization and not just a select few.

A successful leader understands that a leadership position is not a position of glory and popularity, but a position of responsibility.

A successful leader is willing to roll up her/his sleeves and help other members of the organization when the going gets tough.

A successful leader knows that he/she cannot be successful without the work, support, and dedication of all members of the organization.

A successful leader will sacrifice personal glory and recognition so that it may be shared equally with all of the followers.

A successful leader works for the success of the entire organization and not for personal aggrandizement.

A successful leader knows that whatever power she/he may possess was given by members of the organization. If improperly used, this power can be swept away and given to someone else.

For questions or information about student organizations at Muskingum College, please contact the Leadership Development Center, 740-826-8088. Also, visit the student organization pages at the College website at http://www.muskingum.edu/home/campuslife/clubsorgs.html.
STUDENT SENATE INFORMATION

Senate Officers:
President – Ashley Campell (Campbell)
VP – Tom Williams (thomasw)
Secretary – Elyse Schumacher (elyses)
Treasurer – Britanni Taylor (taylor)

Dates for Fall 2007 Student Senate Meetings:

First meeting:  September 4, 2007
Additional meeting dates will be announced.
Please note that Senate meetings will move to 8:30pm; location is still in the BOC.

Student Senate Budget Allocation

Paperwork for Fall 2007:

Forms available September 6th at Orientation meetings
Forms due 5:00pm, September 14th to the Student Senate Office in the TOC.

Budget packets for the spring and relevant deadlines will be available in early January 2008.

Brewed Awakenings Fall 2007:

All student organizations are invited to introduce their groups on

Senate is looking for student organizations to host a night at Brewed Awakenings, the campus coffeehouse project. Brewed Awakenings will generally be hosted on Thursdays beginning at 9pm.  Speak to Tom Williams for more information.
Student Organization
Leadership Information

--Select Policies
--Registration Information
--Advisor Agreement
--Sample Constitution
The full text of policies, procedures, and information for Student Organizations can be found in the Student Handbook. The following list highlights sections of the Handbook that are most relevant to student organizations.

Print copies of the Handbook were distributed at the beginning of the semester. A print copy is also always available in the Student Life Office. And the Handbook is always available online at http://www.muskingum.edu/home/campuslife/downloads/studenthandbook.pdf.

Mission (pg. 18)
Customs and Traditions (pg. 20)
Student Senate (pg. 26)
Organizations Policy (pg. 26)
Posting & Distribution Policy (pg. 64)
Campus Social Policy (pg. 67)
Alcohol Events Policy (pg. 67)
Alcohol Policy (pg. 54)
Controlled Substance Policy (pg. 56)
Alcohol and Controlled Substance Policy Enforcement Procedures (pg. 57)
Hazing Policy (pg. 70)
Miscellaneous (Selected New Concord Ordinances) (pg. 73)
Annual Registration for Student Organizations

To register your student organization:
1. Complete a Registration form. Forms are always available online on the student organization webpage.
2. Have your Organization Faculty/Staff Advisor complete the Advisor Agreement. This form is also available on the webpage.
3. Complete a Statement of Commitment form, also available on the webpage.
4. Return the signed forms to the Student Life Office. Call 826-8088 for more information.

In addition to other privileges of Registration for your group, Student Senate does require that your organization be registered in order to receive budget allocation funds.

But the two processes—registration and budget allocation—are separate events. If you have any questions about the budget allocation process, please contact a Student Senate officer. If you have any questions about the registration process, please contact Rebecca Delo (x8088).

New Student Organizations: Submit a copy of your constitution along with this registration forms listed above.

Registration Renewal: If you made changes to your constitution in the past year, please submit a current copy of the document along with this registration form. If you are not sure if a recent update is on file, please feel free to come by our office and check.
Roles of an Organization Advisor

All campus recognized organizations are required to have a Faculty or Staff Advisor whose responsibility is to provide guidance and support to the organization.

Advisors are volunteer faculty and staff members who, out of interest and dedication, give their time and talents to extracurricular programs. The selection and term of an Advisor are up to the club membership. The Student Life Office must be informed of these choices.

The time commitments and demands of serving as an Organization Advisor are outweighed by the special relationships that are established with the group’s members. To witness the emotional and educational growth of students that you have nurtured and guided can be satisfying and enjoyable.

If you are looking for more general information regarding student organization advisement and student leadership, you may find the following resources helpful:


Your Responsibilities:

As an Organization Advisor, you are responsible for maintaining close contact with the officers and members of the organization, as well as providing support and leadership to the group as necessary. Other responsibilities include:

1. To be responsible for the proper supervision of any meeting or activity staged by the group.
2. To play an active role in helping students set up a meaningful program that is consistent with the group’s constitution and purpose.
3. To periodically review financial status of the club, handling of club funds, and maintenance of financial records. Expenditures must have your signature.
4. To communicate news, concerns and questions from the group to the Student Life Office as needed. The Student Life Office staff can be contacted at 740-826-8080.
5. To be familiar with College policies and procedures relating to organizations. Report any violation of College policies or procedures that might harm the group, its members, or the College to the Student Life Office.
6. To attend and supervise the organization’s functions and activities or to provide a substitute when unable to attend.
7. To help to preserve organizational records for continuity by maintaining club minutes, constitution, membership list, and activities.
8. If during your term you must resign as a group’s Advisor, you are responsible for notifying the organization’s president and members, as well as the Student Life Office. Please give as much advance notice as possible.
DEVELOPING A CONSTITUTION AND BY-LAWS

To help your organization, a suggested format, sample constitution and by-laws have been prepared for you. The sample is only an example for you to follow. You can use any wording or format you choose. Additional examples are available in the Leadership Development Center in the TOC.

A constitution is the basic framework of an organization. It should state the general operation procedures and policies of a group which are not subject to change frequently. The by-laws contain a more detailed method of doing business and specific rules. For example, the constitution would establish dues are a requirement for membership and would outline the methods of determining the amount; and the by-laws would state the specific dues amount.

SUGGESTED FORMAT FOR CONSTITUTION

PREAMBLE

ARTICLE I. NAME & PURPOSE

ARTICLE II. MEMBERSHIP

ARTICLE III. QUORUM

ARTICLE IV. OFFICERS, QUALIFICATIONS AND DUTIES

ARTICLE V. ELECTION AND OFFICERS

ARTICLE VI. IMPEACHMENT AND VACANCIES

ARTICLE VII. FACULTY/STAFF ADVISOR

ARTICLE VIII. DUES

ARTICLE IX. MEETINGS

ARTICLE X. COMMITTEES

ARTICLE XI. RULES OF ORDER

ARTICLE XII. BY-LAWS AND AMENDMENTS

ARTICLE XIII. RATIFICATION
SAMPLE CONSTITUTION

CONSTITUTION FOR (name of organization)

PREAMBLE

Introductory Statement of Purpose-The undersigned find that we wish to associated with others who have an interest in outdoor recreation through hiking or biking. In pursuit of this interest we declare our intent to organize ourselves into a formal body to conduct business and pursue our goals.

ARTICLE I. NAME & PURPOSE

Section A. The name of the organization should reflect the nature of the organization and cannot imply limited or discriminatory membership. The name of the organization shall be (name of organization).

Section B. The purpose(s) of the organization should be listed. Use descriptive verbs that apply to your organization’s purpose. The purpose of (name or organization) shall be the following.

1. To provide a method for citizens of this community to hike with others.
2. To assist those people who are unfamiliar with hiking and advise them in their learning process.
3. To participate by holding meetings, conducting business, planning events.
4. To promote outdoor recreation through hiking or biking and other outdoor activities.

ARTICLE II. MEMBERSHIP

Types of membership, requirements for membership, and a non-discrimination statement should be listed.

Section A. General Membership

Section B. Members are considered in good standing (list requirements-if they have their dues, attend at least meetings per semester, etc.). Only members in good standing can vote.

Section C. Non-Discrimination Statement: No otherwise qualified individual shall be excluded from membership on the basis of age, race, gender, disability, national origin, religion, or sexual orientation.

ARTICLE III. QUORUM

A quorum of membership for voting purposes shall be reached when ?% of the general members are present. I would recommend that you use “those present.”

ARTICLE IV. OFFICERS, QUALIFICATIONS AND DUTIES

List the officers’ positions, qualifications for holding office, and duties of their offices.

Section A. The officers of the organization shall be the following:
President, Vice-President, Treasurer, Secretary, and (other designated as necessary).

Section C. The duties of the officers shall be as follows:

This isn’t necessary unless you have some really specific jobs for them to do: such as Trip Coordinator. Most people know what a president does.
ARTICLE V. ELECTION OF OFFICERS

List the term of office, nomination, vote counting, installation, and special election processes.

Section A. The term of office shall be (one year, one semester, etc.) beginning on and ending on (days).

Section B. Nominations shall take place on (day of election, the week preceding election, etc.).

Section C. Votes shall be counted by (officer).

Section D. Installation of new officers shall take place (days).

Section E. Special elections shall be held if a vacancy occurs. The elections should occur within (days, weeks) of the vacancy. Members shall be notified by … etc.

ARTICLE VI. IMPEACHMENT AND VACANCIES

The process of impeachment of officers, committee chairs, and filling vacancies should be stated.

Section A. Impeachment of Officers

1. Charges may be brought against an officer by any member of the organization. It will take a unanimous vote of the Executive Committee, excluding the accused officer, to impeach.

2. The impeached officer shall then be provided with due opportunities for defense.

3. A 2/3 vote of the voting body is then required to effect the resignation of the officer.

Section B. Filling Vacancies

1. All vacancies in elected positions shall be filled for the remainder of the unexpired term.

2. If one or more officers are unable to assume or continue with their duties, the remaining officers shall hold a special election to fill those vacancies under the guidelines for elections in this document. In the event that such an election cannot be held within a reasonable amount of time the remaining officers shall appoint the replacement.

ARTICLE VII. DUES

Provisions for membership fees, dues, and assessments, if there are to be any, should be set in detail: How often dues are expected to be paid, collection and handling procedures, delinquent membership dues, how the amount of dues will be determined, etc. The provision for the organization’s account, should be the organization become inactive or fold, should be included (e.g. donate to charity, scholarship fund, etc.)

Section A. Dues shall be collected each from the general membership.

Section B. Dues shall be set at the beginning of each academic year by recommendation of the officers and a vote by the voting body.
Section C. Delinquent membership dues…

Section D. If the organization becomes inactive or folds, the remaining funds in the account will be…

**ARTICLE VIII. MEETINGS**

Provisions for setting regular meeting times, stipulations for calling special meetings, and the officer which has the authority to all special meetings should be included.

Section A. Meetings shall be held regularly at a time to be specified by the organization at the beginning of each (academic year, semester, etc.). There should be at least meetings per semester.

Section B. Special meetings may be called by the (President, combination of officers and advisors, etc.) for emergency situations.

**ARTICLE IX. COMMITTEES**

Name of standing committees, if any should be listed. Include the method of choosing the chairpersons and committee members, the duties of the committees, and provisions for creating ad hoc committees.

**ARTICLE X. RULE OF ORDER**

A provision for some accepted rules of order for parliamentary procedure, such as “Robert’s Rules of Order” should be provided.

Robert’s Rules of Order shall be used as a guide by the presiding officer in all situations not covered by provisions of the constitution.

**ARTICLE XI. BY-LAWS AND AMENDMENTS**

State requirements for adopting by-laws and amendments to your constitution.

Section A. By-laws

1. By-laws may be created by (officers, members with recommendation from the officers, etc.)

2. By-laws must be in accordance with this constitution as amended.

3. By-laws must be sponsored by at least (two) persons, one being an officer, committee chair, etc.

4. By-laws shall be adopted by a (2/3, 3/4, etc.) vote of the voting body.

**ARTICLE XII. RATIFICATION**

This section should state the requirements for ratification of the newly formed organization.

This constitution shall be enforced upon ratification by a (2/3, 3/4, etc.) of the voting body, and upon approval of this constitution by the Committee on Student Organizations.
Student Organization
Event Planning

--Event Planning Guide
--Event Planning Form
--Meeting Planning
--Service Charges
--Scheduling Information
Use the Event Planning Form, available online at http://www.muskingum.edu/home/campuslife/eventplanningform.html, to help plan your event. The planning process includes identification of the goals of the program, the audience for the program, and other logistics for the event.

Choose a date and time. Pick a date and time that does not overlap with other major events. By completing the Event Planning Form, you will help ensure that your event won’t conflict with other events at the same time. The following offices/locations might help you to identify a good date/time for your event:
- Especially for weekend events, check the CenterBoard schedule via advisor Jackie Haramis, jharamis@muskingum.edu.
- The campus Scheduling calendar; Go to http://www.muskingum.edu/home/directory/indexn.html and click on Scheduling.

Choose a location. During the planning process you will need to reserve space for the event. You can schedule space on campus through the campus Scheduling calendar (web link provided above). The website can show you the capacity and other features of various spaces on campus. Some things you need to consider:
- Size of the space/ Set-Up Needs – Think about what you want to do in the space. A room with affixed furniture is probably not the best place for a dance; A meeting is likely more productive if the attendees have tables and chairs.
- Equipment (sound, microphones, tables and chairs, etc.) can be reserved with Physical Plant through the Scheduling process.
- Residence Hall common space cannot be reserved. If you would like to use a lobby for an event, please speak to the building’s Area Coordinator.

Plan for funding. Several funding sources are available to help make your on-campus event a success. Each funding source has its own set of eligibility criteria. More information is available from the contact for each category:
- Student Senate Budget Allocations – Senate takes allocation requests each semester. Look for information, available from Senate, at the beginning of each semester.
- Student Senate Weekend Programming – Senate has a fund specifically for programs held on a weekend. Ask a Senate representative for more information.
- Student Senate General Funds – Senate also has money available for additional campus events throughout the semester. Ask a Senate representative for more information.
- Co-Sponsor an Event – Think about other groups, offices, or academic departments that might be interested in your event, and see if you can pool your resources. Co-sponsorship is a great way to strengthen your event and get more help in the process.

Advertising is arguably the most important part of any successful event. People will not attend if they are unaware of or are unclear about the details of the event.
- Make advertisements short, eye catching, detailed, and informative, all in one. Details should include name of the event, date, time, location, & sponsored by information. Long, detailed description of the event will be counterproductive and “waste people’s time”. If an explanation is needed and you think there will be a lot of questions, leave a contact number for questions on the advertisement.
- Post two rounds of advertisements. Try the first round approximately 2 weeks prior to the event and the second round approximately 5-7 days prior to the event.
- Advertisements that are to be posted in any residence hall must have the approval of the Student Life Office (see Barb Shank). When approved, each individual advertisement must be stamped. This stamp will include the date the advertisement will be removed. Posting will not be stamped
until a completed Event Planning Form is on file. Advertisements that are posted in academic buildings do not need to be approved. To make sure that advertisements are posted in the proper area, please ask the building secretary.

Leading up to the event

♦ Choose a point person for the date and time of the event. Pick someone who can make last minute decisions and can improvise incase anything goes awry.
  ❖ Make sure there are enough “helpers” to run the event, whether they setup equipment, decorate, or run last minute errands, more then enough helpers is better then none at all.
  ❖ Confirm reservations for the location, equipment, food, etc.

Day of the event

♦ Arrive at location at least 1 hour ahead of time.
♦ Make sure all equipment is at the location and setup.
♦ Decorate and be ready to go approximately 15-20 minutes before the event starts. There are always people who show up “fashionably early.”
♦ Enjoy your event.
♦ Clean event location to the condition it was in prior to arrival.

Evaluation

♦ A very important thing to do so that if the program is repeated, the over effect and planning goes more smoothly.
  ❖ What happened during the event?
  ❖ Did the event go as planned? If not, what could have been done to prevent or fix what happened?
  ❖ Was the event effective was the program in relation to the goals that were set.
  ❖ Was the event cost-effective?
  ❖ Overall, what could have been done better to have the event improve attendance, effectiveness, or logistically.
  ❖ Is the event something that should be repeated in the future?

Quick Summary:

Complete the Event Planning Form
Schedule Space
Reserve any equipment and tables/chairs
Plan the details
Publicize
Plan some more
Have a great event
Rinse and repeat
Event Information

Name of Event:

Sponsoring Organization(s):

Event Representative's Name and Contact Information:

Contact Email (required):

Contact Phone:

Brief Description:

Date of Event: Time (am - pm):

Anticipated Attendance:

What type of event is this?

☐ Social ☐ Educational ☐ Speaker

☐ Meetings

Day (dd/mm/yy): Time (am - pm): Location: Frequency:

Please only fill out the above questions if you are planning for meetings.

In order to have a successful event, it is helpful to do some planning! Take some time to identify how the event's goals align with your organization's purpose. Identify all the components of your event and ensure success by planning for each of those components.
Planning Questions

1. How will you publicize the event?

2. Plan your budget. How much funding will this event require? What is the funding cost per participant? Is that reasonable? What funding sources do you have?

3. Have you talked with your organization's advisor about this event? Will your advisor be present at the event?

Planning Timeline

What tasks need to be completed? By when? By whom?

Program Schedule

Run through the program from beginning to end. At each point, what is happening? What supplies are needed? Who is responsible for that part of the Program or bringing required materials? (List time, activity, and responsible person)
Student Organization Meeting Planning

SCHEDULING

Please reserve your meeting space through Scheduling; Go to [http://www.muskingum.edu/home/directory/indexn.html](http://www.muskingum.edu/home/directory/indexn.html) and click on Scheduling. Full instructions for scheduling a space are located in this packet. Feel free to call Scheduling at x8383 if you have questions.

AGENDAS

The idea is to balance the agenda, to maintain interest and to encourage promptness and serious consideration of all significant items.

- State clearly what you expect to accomplish (the purpose of the meeting).
- Specify a definitive amount of time for each item.
- Indicate who will be responsible as a resource for each item.
- Open with items of special interest and end with items worth staying to hear.
- Avoid
  - Two time-consuming items in a row
  - Two items of high emotion in a row
  - Two similar subjects in a row
  - Two routine items in a row

SAMPLE AGENDA

The following agenda is a bit formal, so you might find that your informal group doesn’t need all sections listed below. But it’s a good place to start if you’re looking for a way to get the most from your meetings:

I. Call To Order: The Chairperson says, "The meeting will please come to order."

II. Roll Call: Member say "present" as their name is called by the Secretary, or pass an attendance list.

III Reading of the Minutes: The Secretary reads a record of the last meeting.

IV. Officers' Reports: Officers give reports to the group when called on.

V. Committee Reports: First come reports from "standing" or permanent committees, then "ad hoc" or special.

VI. Special Reports: Important business previously designated for consideration at this meeting.

VII. Unfinished Business: Introduction of new topics.

IX. Announcements: Informing the assembly of other subjects and events.

X. Adjournment: The meeting ends by a vote, or by general consent.

Information taken from:
SOME COMMON SERVICE CHARGES FOR STUDENT ORGANIZATIONS

All of these services require you to present your organization’s account number at the time of service. To verify your account number, please check with Student Senate in the TOC or with the Business Office in Montgomery Hall. Please note that these charges are subject to change throughout the year.

Copy Center (BOC)

8 ½ x 11 black and white on white paper
  Single sided – 3.5 cents
  Double sided – 4.5 cents

8 ½ x 11 black and white on color paper
  Single sided – 6.5 cents
  Double sided – 7.5 cents

A full list of charges for color copies, folding and distribution, and other services is available from Amy Daquila in the Mail/Copy Center.

Scheduling

Tables - 3.30 each
Chairs - .40 each

Tables, chairs, and other equipment are reserved with Physical Plant through the Scheduling process. A full list of available equipment is listed on the reservation request page when you schedule an event. For additional item charges or for more information on the reservation process, contact Scheduling at x8383.

Student Affairs (TOC)

Helium Balloons - .15/balloon (helium and balloon are included in that charge)
Roll Paper for Signs – 3 yards for $1
Die-cut Machine – No charge to use the machine, but a small charge for paper may be assessed for large quantities

To use these services, please speak to anyone in the Student Life Office, x8080.

Catering

The full Catering service charge are outlined on the Campus Services site, https://classicfaremc.catertrax.com/. Rose Lemmings is the Catering Manager, x8282.
SCHEDULING AN EVENT

Registered organizations can reserve College facilities, as they are available. Some spaces require additional approval, and the Scheduling Office can help you with any questions you have regarding space reservations.

To make a reservation through the on-line system, go to:
College Home page
   --Campus Resources
       --Space Reservation
Then follow prompts to make your reservation.

To contact the Scheduling Office directly to make your reservation:
740-826-8383
scheduling@muskingum.edu

PLEASE NOTE:
   • It’s a good idea to take your reservation confirmation to your event, in case another group is gathered in the space.
   • Due to the reconfiguration of the space, the TOC cannot be reserved through the Scheduling Office. Small groups of students are welcome to gather in that space, but reservations can’t be made. During business hours, any gathering must allow for easy access to and from the Student Life Office.
   • The Kelley CoffeeHouse has a different reservation process. The space can be reserved in the evenings through Bob Bergmann in the Student Life Office.
   • Residence hall common space cannot be reserved. If you would like to use a lobby for an event/meeting, please speak to the building’s Area Coordinator.
Student Organization Event Planning

--Leadership Tips
SAMPLE OFFICER ROLES

President Sample Job Description
- Preside at organization meetings
- Facilitate executive board meetings
- Represent the organization to the institution
- Meet weekly with the adviser
- Be aware of all money matters
- Assist all executive officers
- Serve as spokesperson for the executive board and organization
- Provide motivation for the organization
- Prepare for all meetings
- Coordinate campus wide programs
- Serve on various committees or task forces
- Prepare prior to all interview
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Prepare for the annual banquet or other recognition activity
- Coordinate the executive board transition

Vice President Sample Job Description
- Preside at organization meetings in the absence of the president
- Direct constitutional updating and revision
- Facilitate elections
- Submit term reports
- Serve as liaison to committees
- Perform other duties as directed by the president

Treasurer Sample Job Description
- Prepare the organization budget
- Serve as chair of any finance committee
- Audit group finances with adviser
- Maintain a financial history of the organization
- Maintain a working relationship with the business office
- Inform the board of all financial matters
- Serve on various committees within a group
- Coordinate solicitations
- Maintain an inventory of all equipment and its condition
- Make reports of all receipts and disbursements
- Perform other duties as directed

Secretary Sample Job Description
- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the president for all meetings
- Keep the organization informed
- Maintain attendance at all meetings
- Maintain a calendar of events
- Serve as the organization’s recognition coordinator
- Maintain a phone and e-mail directory of all members
- Maintain name tags and folders for all members
- Organize an end-of-year recognition event
- Reserve meeting rooms for the semester/year
- Advise on public relations
- Maintain records for the group
- Perform other duties as assigned by the president

Advisor Sample Job Description
- Assist leadership of the group with all aspects of operations (financial, social, alumni, interpersonal relationships, etc.)
- Serve as liaison between the group’s leadership and the Student Life Office, campus administration, and faculty contracts
- Attend social events, weekly meetings, and other activities of the group
- Meet with the offices of the organization
- Audit finances with the treasurer on a regular basis
- Attend and advise delegations during trips to conferences, business meetings, and so on
- Provide development activities to the executive board to assist in developing group cohesiveness
- Assist the organization with election concerns
- Provide a background history and insight to the organization
- Hold a goal-setting meeting for the executive board
There are certain assumptions which we might consider if we are to fill a leadership role and motivate people properly. Hopefully these assumptions form a framework within which we can operate and they apply to most of the people with whom we work. Some of you may not agree, but consideration of their value may be helpful in itself.

Assume that people work best when objectives and goals are clear.
Assume that people who participate in setting some of these objectives are more effective than those upon whom standards have been imposed.
Assume that people want to work to be appraised periodically and that they want to know on what they are to be judged.
Assume that people are interested in improving their performance—they want to do better.
Assume that the task can be more challenging and that ways can be found to make it so.
Assume that the more nearly the task can be placed on a problem solving basis, the more interesting it will be.
Assume that it is important for people to know why.
Assume that rules and procedures will be accepted and followed if people understand their importance.
Assume the people can and want to know more about their task.
Assume that training is a continuous process.
Assume that people learn by doing.
Assume that people are interested in explanations.
Assume that repeated explanations are usually necessary.
Assume that people will always make errors—they will even make the same errors twice.
Assume that there are causes for most errors.
Assume that people are interested in avoiding errors.
Assume that a person who has made an error will accept the responsibility for it, if he/she is backed up.
Assume that an over-critical attitude toward people has the effect of nagging.
Assume that people respond better to praise than discouragement.
Assume that people see the problem from their own point of view and that this point of view often has merit.
Assume that you can learn from your group.
Assume that people have “gripes” and that they are worth listening to.
Assume that people make suggestions and proposals in good faith. It is easy to puncture a balloon.
Assume that differences in points of view are desirable and that they require objective and patient discussion.
Assume that the leader should listen more than he speaks, but is tempted to speak more than he listens.
Assume that members want to be kept informed on group progress and plans.
Assume that a new idea unaccepted is ineffective.
Assume that no one person can have all the answers.
Assume that defensiveness on the part of the leader reduced effectiveness of group members.

To behave in accordance with the above assumptions requires considerable leadership stature. It is not difficult for the leader to communicate anger, impatience, disappointment, loss of confidence, and hopelessness which may arouse a negative type of emotional reaction on the part of the rest of the group which in turn reduced effectiveness.

Leadership is a continuous and dynamic process which requires much self-scrutiny.
SIMPLE THINGS YOU CAN DO
TO MOTIVATE YOUR GROUP

In your agenda or minutes, include a cartoon.
Bring candy! Watch for post-holiday sales.
After business is over (or before it begins) have a brag session for everyone to share something good that happened since the last meeting.
Have a member of the month/week. (Create a tradition around this.)
Send thank you notes, or make thank you calls, or but an ad in the B&M.
Have meetings in a new location—even outdoors.
Have a show and tell.
Have a spontaneous appreciation.
Be aware of what your meeting may be conflicting with (sporting events, campus events, etc.)

HOW LEADERS CAN MOTIVATE A GROUP

Study your organization’s membership and determine what makes each member tick.
Be a good listener.
Criticize in private, with concrete examples.
Praise in public.
Say, “Thank You.”
Delegate responsibility.
Avoid domination or forcefulness.
Create the group’s goals with group members’ input.
Show interest in and appreciation for others.
When making your wishes known, be sure to include your reasoning.
Let your membership in on your plans and programs, even when they are in the early stage. Never forget that the leader sets the style for the group members.
Show your people that you have confidence in them and they you expect them to do their best.

Have a social event outside your meeting.
Find a reason to get away from the stress of campus.
Make sure you include everyone. (Avoid religious holidays that not everyone celebrates.)
Do something special for birthdays.
Do ice breakers.
Offer to help someone while they are swamped; especially if they don’t ask.
Have a door prize at meeting for those who reach goals.
Listen while people are speaking.
Make sure groups are not interrupted or told their ideas are stupid. They may not share their next brainstorm.

Be consistent.
Ask your membership for advice and help.
When you are wrong or make a mistake, admit it.
Give weight to the fact the people carry out their own tasks.
Keep your members informed on matters affecting them.
Make meetings fun.
All members in the group should know each other.
Role model treating members with respect and expect that they do the same.
DELEGATING

An ability to delegate is the hallmark of a successful leader. It is a method of getting work done with each member doing her/his share. It is also an excellent time saver. Think about the following when delegating some of your workload.

- Considerations before delegating
  - Is the individual capable of handling the task?
  - Will the individual take the responsibility seriously and feel a commitment to it?
  - How critical is it to the total operation that this task be done well?

- Criteria for delegation
  - The ability of the individual to handle the task
  - The importance of the task
  - The consequence of failure
  - The relationship of those involved

- Advantages of delegating
  - Develops a sense of belonging and importance in the members involved
  - Encourages creativity, initiative and independence
  - Inspires motivation (stimulates)
  - Shares the power
  - Offers an opportunity for development and for others to observe this change
  - Allows the leader freedom to oversee the total operation

- Responsibilities of a leader
  - To assign tasks only to those qualified
  - To make the assignment clear
  - To assign authority to discharge the tasks
  - To obtain the member’s commitment to the task
  - To provide needed resources to accomplish the task
  - To offer encouragement and support

- Rules for delegating
  - Choose people capable for handling the job
  - Clarify your expectations; they should be clearly understood
  - Believe in the individual’s ability to carry out the task
  - Commit the individual to the promise of the following through
  - Set deadlines and stick to them
  - Allow latitude and encourage initiative
  - Follow up—keep on top of the assignment
  - Don’t do it for them
  - Reward the individual in keeping with the results produced

Information taken from:
WAYS TO KILL ALMOST ANY ORGANIZATION

1. Don’t attend meetings, but if you do, arrive late.
2. Be sure to leave before the meeting is over.
3. Never have anything to say at the meeting—wait until you get outside.
4. When at the meeting, vote to do everything, then go home and do nothing.
5. The next day, find fault with the officers and other members.
6. Take no part in the organization’s affairs.
7. Be sure to sit in the back, so you can talk freely to another member.
8. Get all the organization will give you, but don’t give the organization anything.
9. Never ask anyone to join the organization.
10. At every opportunity, threaten to resign and try to get others to.
11. Talk cooperation, but don’t cooperate.
12. If asked to help, say you haven’t the time.
13. Never read anything pertaining to the organization.
14. Never accept and office—it is easier to criticize than to do things.
15. If appointed to a committee, never give any time or service to it.
16. If there are finances to pay, just ignore it.
17. Don’t do any more than you have to, and when the others willingly and unselfishly use their ability to help the good cause along, then complain that the organization is run by a clique.
TIME MANAGEMENT
(ADVICE FOR THE OVER-INVOLVED STUDENT)

To find those extra hours needed to fulfill yourself as a volunteer in a community which reminds you that you are needed, you are appreciated, you are special, you may have to shift your priorities a little.

- Have something constructive to do with small blocks of time.
- Keep “busy work” activities near the phone (things that need action, but not attention).
- Anticipate—when shopping, load up (potential gifts, especially children’s, future birthday cards, frequently used items such as soap and toothpaste). Plan your trips to town in a logical order.
- Invest in a 25-foot long telephone cord or a cordless phone that will provide you with mobility while on the phone.
- When bogged down—move on; go to something else.
- When practical do tow things at once—change a bed while doing a load of laundry.
- Have people bring you possible solutions rather than problems.
- Set specific, realistic objectives to be accomplished each day.
- Keep your long-range goals in mind while doing your smallest task.
- Clarify, don’t waste time because of misunderstood instructions.
- Make a realistic estimate of your time available; don’t set yourself up for failure.
- Set priorities and plan for the best time to accomplish the most important tasks.
- Learn to say “no,” and don’t feel guilty when you do.
- Select the best time of day for the type of work required.
- Build on success and don’t waste time regretting failures.
- Think positively about the success of your goal, whatever it is.
- Help those around you to develop a sense of independence and faith in themselves.
- Make decisions at the lowest level possible. Train others to make decisions without you.
- Remember that time spent organizing and planning pays off in time saved later.
- Do it now!
- Approach projects as a collection of small tasks rather than one overwhelming challenge.
- Make specific lists of things to do today—check them off.
- Don’t allow others to steal your time. Explain that you are busy, and get on with your projects.
- Learn who can handle responsibility. Delegate often.
- Continually ask yourself, “Am I making the best use of my time right now?”

Information from: