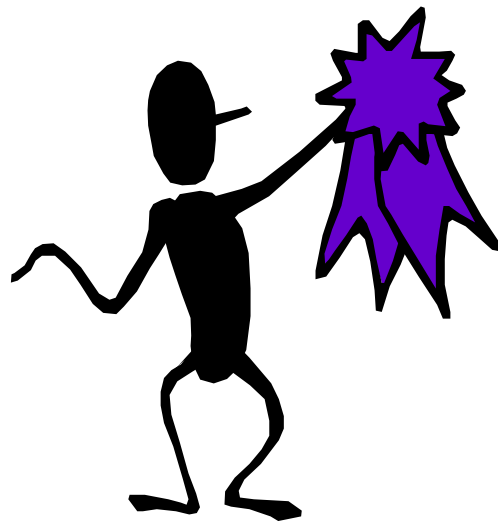


# TIPS FOR SUCCESS



# Planning Successful Meetings

Meetings are critical to a club/organization's success because they keep all members involved. Holding meetings on a regular basis also provides a great forum to discuss new ideas, goals, and strategies to achieve them.

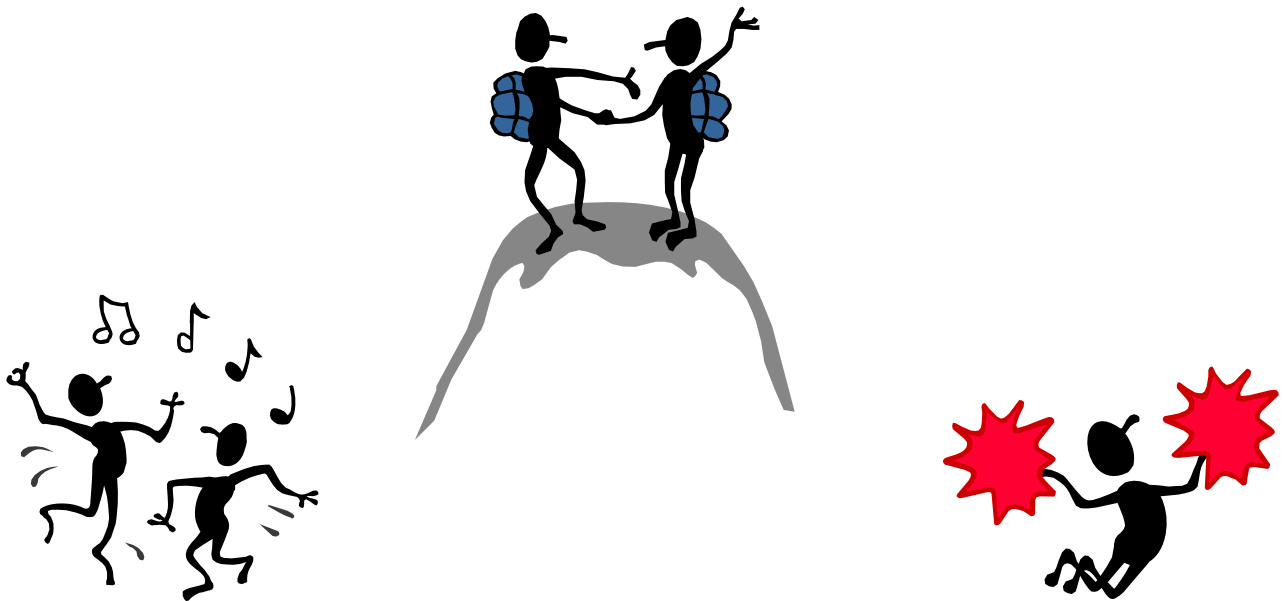
Here are a few tips that may help you plan effective meetings:

- ☆ Think about time and location when planning meetings.
  - Are most members able to attend the meeting?
  - Is the meeting location convenient for all members?
  - Try taking turns bringing snacks to meetings!
- ☆ Meet on a regular basis. This helps avoid confusion and delay.
- ☆ Bring an agenda to the meeting and follow it. This keeps the discussion focused.
- ☆ Allow time for new business and questions during the meeting.
- ☆ Speak clearly and loudly during meetings, and remember to make eye contact with everyone in the room.
- ☆ Encourage participation from *all* members at the meeting by asking for questions and feedback.
- ☆ Remember time is valuable, and try to stay focused. Begin and end meetings on time.
- ☆ Discuss strategies to achieve goals, and delegate responsibility. Meetings can be a great forum to ask for volunteers to help with "leg work." This helps members feel active, develop their own leadership skills, and stay committed.
- ☆ Try ending or beginning each meeting with an inspirational quote, reading, or maybe a prayer. Remember, not everyone in the group may be acquainted yet...icebreakers may be painful, but what better way to get to know names!
- ☆ Remember to invite your moderator/advisor, and ask him/her to add to the agenda.

# Motivating Others

Tips to increase motivation among members:

- Share your own enthusiasm!!! Don't be afraid to look silly...be excited!!!
- Delegate responsibilities so all members feel involved, and have some commitment to the club/organization.
- Remind members of the purpose/mission statement of the club/organization, and emphasize how each and every member makes a valuable contribution to that purpose/mission statement.
- Plan social events for members of your club/organization to get together, have fun, and not "talk business."
- Talk to your advisor/moderator to see if he/she has any ideas that could motivate members.
- Appreciate the diverse opinions, experiences, and backgrounds of those around you...and make sure all feel comfortable sharing their opinions!



# Recruiting New Members

- ❖ Each year during *Initium Week* (Usually the first full week of the school year in September), there is a **Student Activities Fair** on the Quad. Each club/organization can set up a table during this Fair, displaying information and talking to prospective student members. This is a great way to recruit new members! For more information, talk to the Assistant Director of Student Activities (x 5388).
- ❖ Possibly the best way to recruit new members is to nominate students who you think have “the right stuff” for your organization. People are always more apt to apply for or join a new group when a member has invited them. Who knows, showing an interest in another person might give he or she the confidence to try.
- ❖ Also, publicity can be a valuable tool to recruit new members. For example, you can add your name and phone extension on a flyer advertising an event, and add something like, “New members welcome! For more information, email or call...”
- ❖ Another possibility would be to plan and advertise an informational meeting for students interested in joining your club/organization. Then, you can discuss with interested students the purpose/mission statement of your club/organization, sharing your own enthusiasm! This is a great forum to answer questions of prospective members, and recruit!
- ❖ Get everyone in the group involved in recruitment...this will bring in a varied group of fellow students!
- ❖ Recruiting new members is very important, especially when thinking about perpetuating your club/organization. Frequently, the President of a club/organization may be a senior getting ready to graduate. It is therefore important to make sure that someone else who is NOT graduating is willing to take over the responsibilities of President at the end of the school year. Each spring, the Assistant Director of Student Activities will send a letter to all club presidents asking them who will be taking their place the following school year. This ensures that your club/organization will live on from year to year!

