Leading your Organization

Leadership Library 2021-2022: Part 1
Created by Amrutha Chethikattil and Carly Payne

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Introduction to our Leadership Series

"Student organization leadership is a dynamic, evolving responsibility in any normal setting. However, the leaders of 2021-2022 have undertaken an entirely unique challenge: shifting from an entirely virtual world to finding their own sweet spot. Whether your organization has gone completely in-person, stayed online, or has chosen to operate in a hybrid modality, the Committee on Student Organizations has compiled the leadership library for student leaders to best equip themselves in various aspects of leadership, organization management, programming, and marketing. We do not hope for these resources to entirely prevent challenges, merely equip leaders with the ability to effectively build solutions and tackle problems confidently as they come our way."

Amrutha Chethikattil, COSO Chair

Overview

This document serves to highlight necessary information, tips, and resources for student organization presidents to effectively lead their organization.

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Your Organization's Constitution

The living skeleton of your student organization.

Your Student Organization Constitution

Every student organization on campus has a **Constitution**. This outlines the strict procedures for:

- Nominating new E-Board members for Elections
  - Which members can run for a position
  - How many terms an Executive Board member can serve
- Impeachment of current E-Board members
- Proper Resignation Processes
- Election Procedures
  - Which members can vote in an election
  - How frequently elections are held
  - Who runs an election and how

An Organization's Constitution also:

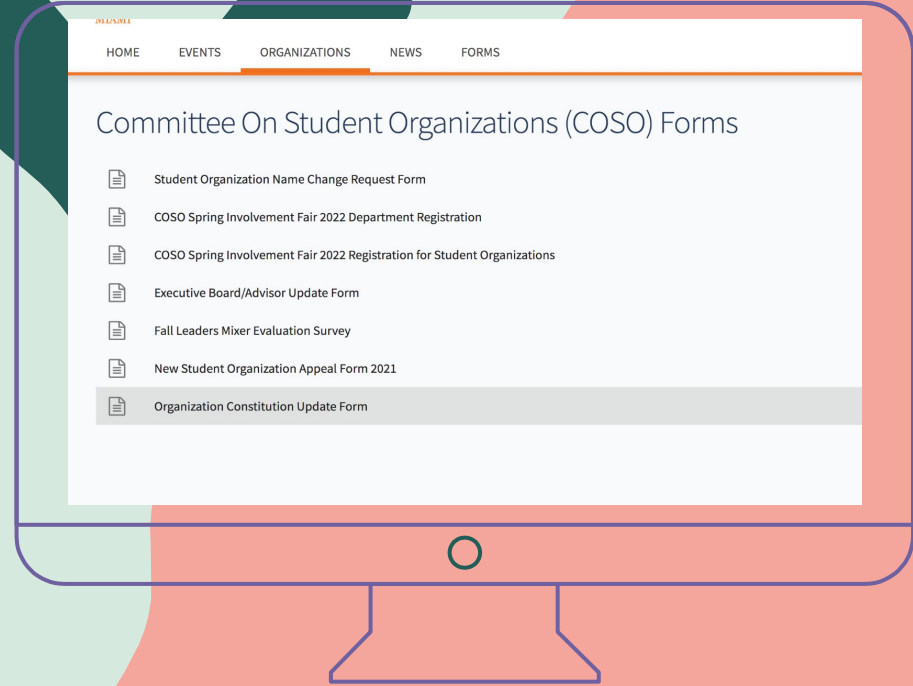Defines what it means to be an "active member".

Lists out all official E-Board positions and the expectations coupled with each title.

States how frequently E-Board and general body meetings must be held.

With all this said, it is important to familiarize yourself with this document as to ensure it fully reflects the foundations of your organization. The Committee on Student Organizations is always available to student leaders as a resource for assistance in updating this document to better reflect how your organization actually runs. In keeping your constitution updated you ensure a proactive response to prevent internal conflict opposed to a reactive response.

Committee On Student Organizations (COSO) Forms

- Student Organization Name Change Request Form
- COSO Spring Involvement Fair 2022 Department Registration
- COSO Spring Involvement Fair 2022 Registration for Student Organizations
- Executive Board/Advisor Update Form
- Fall Leaders Mixer Evaluation Survey
- New Student Organization Appeal Form 2021
- Organization Constitution Update Form

Constitution

Ultimately, this document should be consistently evolving to better reflect the way your organization runs. A student organization's constitution guides the entirety of the group, COSO uses this document strictly in reviewing student organization conflicts. No matter how your organization "historically" runs these processes, it will be considered illegitimate if not detailed properly in your constitution.

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Leadership
Tipsheet

Tips from Amrutha Chethikattil (COSO Chair) and Carly Payne (COSO Vice Chair)

Amrutha Chethikattil

COSO Chair

Carly Payne

COSO Vice Chair

	Leadership Tipsheet
1.	One of the best ways to connect with members of your organization is through Engage. Engage offers a feature which enables President's to email all members as long as they are registered on Engage. If you go to "Manage" then "Rooster" you will see a "Message Button". This button will create a temporary URL that you can send an email to in order to contact every member on Engage.
2.	At the beginning of each semester consider conducting an E-Board meeting where the Executive team goes through your constitution together. This will ensure that everyone starts the semester on the same page regarding responsibilities and expectations when it comes to elections, resignations and tasks. This can also be a time to open up a dialogue with your Executive Board for changing your constitution to better reflect how your organization actually runs.

	Leadership Tipsheet
3.	As a President of an organization it is important to establish a positive and close relationship with your advisor. They should be your organization's number one supporter and can always be used to point you in the right direction. Consider setting up bi-monthly meetings with them to ensure that they stay up to date on the happenings of your organization so that they can best assist you.
4.	One of your key responsibilities as President of an organization is to guarantee the clubs continual success beyond your time at the University. With this said, make sure that you keep a running, updated document of everything an incoming President may need to know.

	Leadership Tipsheet
5.	Setting up strong and productive communication amongst your E-Board is fundamental to a successful organization. Make sure your team is comfortable coming to you to ask questions. Try starting the semester off by asking each E-Board member their goals for the semester, something that you may check back in on at the end of the semester. ● Throughout the semester ask your team what obstacles they are currently facing in their positions
6.	If you want to launch programming initiatives, reach out to established programming boards for opportunities to collaborate. For example, a collaboration with Hurricane Productions (HP) can lead to co-programming Trivia Tuesdays at the Rat, movie screenings, and more!

	Leadership Tipsheet
7.	If you are facing a conflict within your student organization regarding your advisor, fellow e-board member, or general body member, direct your concerns to us so we can best guide you on how to proceed or even intervene when necessary. We are here to help support you and can do that best when informed early on about issues.
8.	Incorporate cultural sensitivity training when onboarding new executive board members into your organization. Your e-board is the face of your organization and you want to make sure they represent it well.

	Leadership Tipsheet
9.	Hold elections early on in the semester to account for issues that come up, such as insufficient interest, delay in marketing, or logistics coordinating interviews. This way you also have more time to train the incoming board.
10.	Be in the loop about campus activities related to your organization. For example, if you are head of a multicultural organization, keep your e-board and general body members informed about resources for multicultural students, programs, and celebrations.

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Tips from Student Leaders

Featuring Meera Patel and Megan Valcq

Meera Patel,
Chair of What Matters to U

My biggest piece of advice for student leaders undergoing the transition to in-person events is that your team and all those people that support you, are there to encourage and develop your leadership. When it is the day of and you feel overwhelmed, just remember that the audience does not truly know what is happening behind the scenes. It is all about how you portray yourself and your respective organization to the rest of the student body. In-person events are exciting for students and even if you feel like it is not going how you want to, sometimes students are just happy that things are seemingly normal. After all, we as student leaders at the U, wish to bring some sort of normalcy and spirit back to our campus after we have experienced so much adversity relating to COVID-19.

Megan Valcq

**Chair of Hurricane Productions,
Chair of Student Activity Fee Allocation Committee**

I think the best way to lead an organization is to connect with your members. Creating and developing relationships with the people you work with makes everything run smoother and makes the job a lot more enjoyable. Being able to work with and effectively communicate with your team makes such a big difference in planning and executing events. Connecting with people and developing different leadership strategies have been some of the most rewarding parts of the positions I've been in.

Resources

Executive Board Update Form

When there are changes in your executive board or advisor, make sure you submit the executive board update form as soon as possible. This form ensures that we have added your leadership to our directory so they will be added to relevant Listservs and communications for COSO, SAFAC, and SASO.

Constitution Update Form

As we have already highlighted, your constitution serves as the backbone of your organization. But you have the power to evolve your constitution as needed! Follow the guidelines carefully to submit a constitution update. Our committee reviews every request and can work with you 1 on 1 to assist you in this process.

Conclusion

Thank you for taking the time to invest in yourself as a Student Leader. The Committee on Student Organizations is always available as a resource for the org community. Take the time to share our Leadership Library with your E-Board members and to follow COSO on Instagram to stay up to date about resources and programming for student leaders.

IG: @umcoso