

# Club Presidents’ “Blueprints for Activation” Packet

## Presidents: ACTivate your clubs!

Welcome back and I hope you have had a relaxing and enjoyable summer! The campus has been busy despite the lack of students “hanging” around but we are looking forward to having you back and for you to step into action!

As a club president you have the responsibility to activate your club for the year. We do not presume from year to year that the interest remains high in each club, so each year, the President must take steps to let us know that you are planning to: request a budget, confirm you have an advisor, recruit

new members at the Student Activities Expo and agree to the Privileges and Responsibilities of being a Student Leader. As a President, you certainly do not need to do this all yourself, but you do need to empower your treasurer and secretary to complete their paperwork and return it on or before the deadline. **All clubs who have not registered with the office by September 25 will be classified as an inactive club, this includes class councils and student media.**

Clubs that do not comply with the September 25th deadline will not be able to use campus facilities, campus services or Stu-



*Presidents need to empower the clubs’ treasurers and other officers.*

dent Senate funding until you do. **It is in your best interest to devote some time to the club at the beginning of the year.** Get your Exec Board and advisor together and plan for recruiting new members and develop your plans for the year. If you have any questions, ask any staff member in Student Activities.

### Paperwork and Deadlines

Student Activities Expo Table Res.	9/8
Membership Lists	9/25
Privileges & Responsibilities	9/25
Community Covenant	9/25
Hazing Compliance	9/25
Treasurers Luncheon	9/17
Treasurers’ Authorization	9/25

### Importance of Meeting Deadlines

- ♦ Meeting deadlines is a Life skill. They do not “go away.”
- ♦ Leaders who plan in a timely manner seldom have difficulties meeting deadlines.
- ♦ Yes, there are consequences for missing a deadline.
- ♦ Do it today and then not worry about it!

## Did You Know?

Treasurers have received an invitation from Student Senate for a Treasurers Luncheon on Thursday, Sept. 17th. The purpose of the lunch is to review the budgeting process and to activate your budget. Treasurers Manuals will also be distributed. As President you should

also be familiar with these financial guidelines.

Again, we do not presume your club will be active until you take steps to inform us. Clubs are separated into funding levels that determine the initial allocation but you will still

need to put together a budget to get that money.

Additional funding is also available after the initial allocation is used. Clubs that do not activate in a timely manner will put future funding in jeopardy. **ACT now!**

## Upcoming Opportunities

Over the course of the Fall semester, there will be a number of opportunities for clubs and organizations to assist with recruitment and retention of members as well as increase the visibility of your organization. The first is the closed circuit TV program, InLighten. Every student can tune into it on the cable channel 15 in your on campus residence. It also is shown in the



Technology available to assist clubs and organizations.

Rock Café throughout the day as well. Become familiar with the guidelines and time table so you can utilize this new technology.

Secondly, we will continue to use the Manhattan classrooms that have been set up for both Club Presidents as well as Club Treasurers. Although we will still put "hard copies" of your invoices, confirmed van requests, and infor-

mation from other offices in your club mailboxes in Student Activities. We have had success with the classrooms for budget updates and reminders for upcoming deadlines and timely correspondence with one of us in Student Activities and the clubs. Please be sure we have updated names for your executive boards and keep us informed of changes in contact information throughout the year.

Watch for "Club Connections" in your Manhattan account. Thanks!

## Responsibility of Leadership

A very basic and simple set of guidelines of leadership, which all leaders should keep in mind are:

- Know your job
- Know yourself and seek self improvement
- Set the example you want followed
- Take responsibility for your actions, regardless of the outcome
- Know your members and look out for their welfare

**"Leadership is the ability to influence people so that they will strive willingly toward the achievement of group goals."**

- Use the capabilities of each member
- See that the work assignment is understood; supervise and follow through to see that it is carried out

- Develop a sense of responsibility among your members by delegating tasks
- Keep your members involved
- Train your members as a team whenever possible

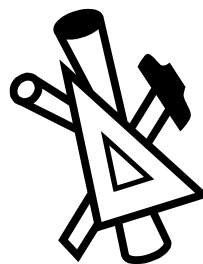
Following these simple guidelines will assist you in building a strong and committed organization. Remember, you do not need to do it all yourself!! TEAM.

## Roles of the Executive Board Members– President

The following represent duties for which an organization's president might be responsible:

- Preside at meetings
- Facilitate exec board meetings
- Represent the organization to the institution
- Meet weekly with advisor
- Be aware of all finance matters

- Assist all exec officers
- Provide motivation to the organization
- Prepare for all meetings
- Coordinate campus-wide programs
- Be open to all opinions and input
- Provide follow-up to



Each officer has a distinct set of tools to use.

tasks

- Inform other officers of other meeting information
- Coordinate the Exec Board transition
- Meet deadlines in a timely manner
- Be informed

## Treasurer Job Description

The following represent duties for which an organization's treasurer might be responsible:

- Prepare the organization's budget
- Serve as chair of the Finance Committee
- Prepare purchase orders, check requests
- Audit books twice per semester with advisor, meet



*Treasurers are your "change agents"*

monthly with Finance rep from Student Senate

- Maintain a financial history of the organization
- Maintain a working relationship with the Office of Student Activities
- Inform the Exec Board on all financial matters
- Prepare and present a monthly report at club meetings

- Prepare and activate the initial club allocation with Student Senate
- Prepare supplemental budget for additional funds in a timely manner
- Be aware of and abide by procedures outlined in the Treasurer's manual
- Attend Treasurers meeting and/or luncheons
- Perform other duties as directed by the club president

## Vice President Job Description

The following represent duties for which an organization's vice president might be responsible:

- Preside at organization meetings in the absence of the president
- Serve as Parliamentarian
- Direct Constitutional updating and revision
- Serve as the liaison with the

Legislative Committee of Student Senate

- Facilitate elections
- Submit term reports from individual committee chairs
- Serve as a liaison with committees
- Coordinate member recognition program (work with secretary)
- Responsible for the recruitment

**In partnership with the President, this job is recreated each year depending on the needs of the group.**

and retention of new members

- Perform other duties as directed by the President

## Secretary Job Description

The following represent duties for which an organization secretary might be responsible:

- 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

- Maintain attendance and calendar of events
- Maintain phone and e-mail directory of members
- Reserve meeting rooms for the term or year
- Advise on public re-



*The Club's secretary is the organizational "glue"*

lations

- May serve as the organization's recognition coordinator or with the vice president
- Organize end of the year recognition for members
- Check mailbox in Student Activities at least twice a week.

## Western New England College

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**Maureen Hart Keizer**—Assistant  
Dean of Students/Student Activities  
and Leadership Development

**Ian Martin**—Associate Director of  
Student Activities

**Erin Twomey**—Program  
Coordinator

**Erin Murphy**—Operations  
Manager

**TBD**—Grad Assistant



“The leader can lead. He is not interested in having his own way, but in finding the best way. He has an open mind.”



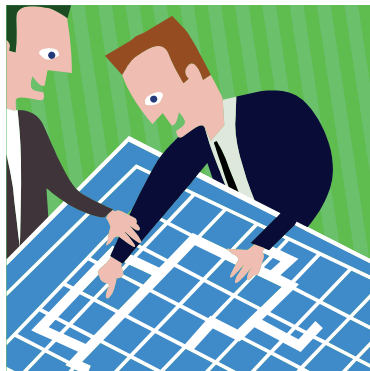
### **Attributes of a Good Leader**

1. **Belief in self**
2. **Sensitivity to the group's mood (knowing when the group is with you and when the group is not with you)**
3. **Recognition of importance of individuals within the group, identifying individual talents**
4. **Sense of purpose and direction**
5. **Enthusiasm**
6. **Friendliness and affection**
7. **Integrity**
8. **Must give respect in order to receive it in return**

## Cheaper by the dozen—Hints for the Leader

Here are a dozen strategies that you may find helpful throughout the year:

1. In introducing the problem, avoid telling the group what you think or decide.
2. Keep the discussion moving. Ask questions. Call for specifics.
3. Work for consensus rather than majority rule. Keep members informed and moving ahead.
4. See that all points of view and opinions are given a chance to be



*Additional blueprints for a successful year.*

heard and contribute to the group's thinking.

5. Let group members test each other within the limits of the group.
6. Recognize the role of spontaneity within the group.
7. Utilize energies and creative talents of the group members.
8. Competition is not always bad and can be healthy.
9. Brainstorming can result in a better idea.
10. Rewards (recognition) keep volunteers moti-

vated.

11. See that all points of view and opinions are given a chance to be heard and contribute to the group's thinking.
12. Leaders can set the pattern for desired behavior. Practice what you preach!

We hope you have found some valuable information in this newsletter and hope that you will be proactive in your approach with your organization. You are the leader, whether elected or by default. Leadership opportunities can strengthen or develop your skills needed beyond graduation. Take advantage of the programs offered to you and encourage others in your group to attend as well. Good Luck! *Dean Keizer*