Student Organization
Presidential Training

Brought to you by the Student Programming Office
Goals of This Workshop

- To learn what being a president means.
- Group Development Theory
- How to utilize the resources around you.
- Learn rules and policies for your organization
- Learn how to delegate
- Establish leadership skills
- Introduction to Transitions
Ice Breaker
Congratulations!
Now what do you do?

- What do you think?
- Leader of the Organization
- Facilitate meetings
  - Create meeting agendas
  - Keep meeting on topic
- Face of the Organization
- Maintain open communication with all group members – Listen as well as Talk
- Assist the group in fulfilling its goals
Group Development Theory

- Forming
- Storming
- Norming
- Performing
- Adjourning
Resources That are Here For You!

- SPO
- SOLC
- Student Involvement
- Senate
- SOARC Committee
- Other organizations
Policies

- Contracts 2 weeks
- Advertising 2 weeks
- Must register event with SPO & scheduling
- Budgets
- Sit down with Joe Berardi for operations logistics for Memorial Union for Dances
- Insurance – Anne Gregson (waivers etc)
- Catering Services has first right of refusal
- Variance Forms
Delegation and Event Planning

- Use your executive board and general members
  - Empower them!
  - Create a timeline
  - Use event planning guide
  - Check in periodically

- Ask for help/ask if others need help!
Leadership Skills

- Goal Setting
- Motivate your group members
- Know your strengths
- Defining Roles
- Knowing and Using the Resources of the Group
- Communication
- Giving and receiving effective feedback
- Celebrate accomplishments
- De-brief after events and meetings
Transitions – Why?

- Need to prevent people from graduating with the information
- Can learn from past mistakes
- Have the road map to semester events
- Make your group grow and progress – best it can be!
Transitions - Who?

- Everyone from general members to the advisor should assist in transitions.
- The group will most likely be different next year so everyone will be affected.
Transitions – How?

- Exit interviews
- Binders
- Timelines
- Get new contact information for those leaving
- Shadowing
- Use your advisors
- Retreats
- Ask other organizations
Transitions – When?

- Keep track of records all year long
- Hold elections early (Feb/Mar) so that the new members can shadow old members
- April is always crazy, sit down with advisors in March about responsibilities
- Contact old members (if appropriate) to ask for advice
- Exit interviews in April – keep track of answers for improvement
Transitions - Resources

- SPO
- SOLC
- Other groups
Questions?

- Thank you for coming! Good luck with your organizations!