

# CLUB/ORGANIZATION TIPS + RESOURCES

## Club/Organization Member Expectations (examples)

- **The members are joined together for the betterment of the organization**
- **The members take the initiative to set goals and have direction**
- **The officers take their responsibilities seriously**
- **The members are held accountable for their responsibilities**
- **The members attend meetings regularly**
- **The Constitution of the club/organization is followed, as well as college policies**
- **The advisor is kept informed as to all organizational activities, meeting times, locations, and agendas**
- **The organization makes no commitment for the advisor without his/her consent**

## Club/Organization Privileges

- To be listed and publicized as an officially-recognized club/org through the Office of Student Life
- To apply for and receive funding through the Student Life Budget Committee/Student Senate
- To have authorized publicity posted in approved posting areas
- Access to college facilities/supplies, i.e. reserving meeting rooms or printing agendas for related business
- Access to the Club/Org Resource Room
- Ability to request funding for hosting events, travel, etc.
- Club/org storage space
- To participate in the Club/Org Fair
- To have access to a Club/Org Advisor
- To gain access to club/org web space
- To receive help, advice, and assistance from the Office of Student Life
- To sponsor events/programs for the NHCC campus and community

## Organizing Your Club/Organization

Like all organizations, student organizations and clubs involve people – people coming together. Motivating people to work together in an organized manner is not an easy task, but it is essential for the success of your club/org.

1. The entire membership should establish the goals at the beginning of the academic year and they should be reviewed and monitored throughout the semester. Consider establishing long- and short-range goals.
2. Officers should communicate between meetings to organize the next meeting agenda and to discuss ideas, topics, and/or issues.
3. Create and distribute an agenda in advance of the meeting so members are informed of the topic areas, and keep minutes of the meetings.
4. Communicate with your members! This is essential.
5. Communicate with the Office of Student Life! Turn in your rosters and a copy of your minutes to the Associate Director after each meeting. Work with the OSL to plan events, get paperwork in on time, and complete event assessments after your programs.
6. Host meetings regularly. Keep the meeting times and places consistent. This is critical to the success of your organization.
7. Support and cooperate with other clubs & orgs on campus.
8. Have fun and support one another on achieving the organizations goals.
9. Seek advice from your advisor as needed, while always keeping him/her in the loop.
10. Contact the Office of Student Life as needed for assistance. We are here to help you!

## Role of Your Advisor

- A**dvice, advocate, guide & attend meetings and events, and be available. Have a concern for the ongoing function and success of the organization. This can be accomplished by attending meetings regularly and providing continuity from year to year.
- D**iscussion including details! Certify academic eligibility of all officers, monitor compliance with guidelines of a national organization when the student organization is a member of a national charter, share College policies and procedures as well as assist them with the financial procedures.
- V**alue the group and the process. Be aware of the goals and directions of the organization and assist the members in developing leadership skills. Stress the importance of delegating authority and seeing that students accept this responsibility. Teach students to use their judgment in decision making.
- I**ntervene when necessary: Give direction when needed, being a troubleshooter, Serve as a resource, confront students who are not doing the job and develop a plan of action to correct this.
- S**upport the students and speak up when necessary. Praise the students for a job well done. Be fair, consistent, and honest. Provide support and Structure when needed.
- O**ffer suggestions and ensure opportunities are available to all students, playing the devil's advocate when appropriate.  
Encourage personal development of the organization members.
- R**esource contact, serve as a resource, assist with requisitions and paperwork!!

# Sample Agenda

**[Club/Org Name] Meeting**  
**[Date, Time]**

**Attendees:**

- 1. Call to order:** [The chair person says: “the meeting will please come to order”.]
- 2. Roll call:** [Members say “present” as their name is called by the secretary, or perhaps have everyone go around and share their name.]
- 3. Approval of Agenda:** [This is the time to add or delete agenda items.]
- 4. Approval of Minutes from Last Meeting:** [Provides an opportunity for members to review minutes for accuracy.]
- 5. Officer Reports:** [Officers give a report to the group when called on. Usually a limited time for each report.]
- 6. Committee Reports:** [Members serving on any committees provide a report as needed.]
- 7. Unfinished Business:** [Consider items left from previous meetings.]
- 8. New Business:**
  - a) Description of New Business Topic
  - b) Description of New Business Topic
  - c) Description of New Business Topic
- 9. Announcements:** [Inform the group of other topics and events.]
- 10. Adjournment:** [The meeting ends by a vote or by general consent.]