Managing Your Club

Please sign in!

Fall 2019

Bates | **CAMPUS LIFE**

Welcome!

This will be posted online after Thursday's session.

Topics

How to attract & retain members

How to run meetings

Managing conflict

Communication

Recruitment & Retention

Recruitment & Retention

Let's talk about it:

- What made you interested in joining your club(s)?
    - First impressions, meetings, events, people etc.?
- What has kept you around?
    - Community, leadership opportunities, events etc.?
- Think about clubs you're no longer a member of
    - What happened that made you stop going?
- Who is your club attracting?
- Who is NOT joining your club?

Recruitment & Retention

Things to consider:

- Recruitment is 365! Not *just* the Club Fair
    - Info meetings throughout the year, "Get to know ___ club" event, advertise what your club is doing (Digital Signage, Bates Today)
- Are there structures and/or unwritten club rules that make prospective members uncomfortable?
- Collaboration
    - What other clubs/orgs could you join forces with? This can broaden your membership.

Recruitment & Retention

Things to consider cont.

- Make members feel connected to not only the club, but the other members
    - Social gatherings, group outings, something un-club work related!
- Have regular meetings and make meaning of them
    - Productive, welcoming, inclusive
- Inspire younger members to be leaders in the future

How to Run Meetings

Running Meetings

Let's talk about it:

- What do your meetings look like now?
- How is the room set up? Circle, rows etc?
- How is the meeting organized?
    - Is it business only? Social only? A mix of both?
- Who speaks? Who doesn't speak?

Running Meetings

Things to consider:

- E-Board should define roles and responsibilities, have an expectations conversation early on.
- Delegate tasks to general membership to make sure they're included
- Make sure your meetings are inclusive and equitable.
    - How are members finding out about things on the agenda? In advance or in the moment?
    - How much time are you building in for engagement and interactivity?
    - Who is making decisions about money, purchases & events?
- Elections should be fair, inclusive, and accessible to all club members.

Managing Conflict

Managing Conflict

Let's talk about it:

- What is it like to be leaders among your peers?
- What are some conflicts that have happened or are happening?
- How can conflict impact your club functionality?

Managing Conflict

Things to consider:

- Conflict can create a poor club experience for not only you, but other club members.
  - This may impact retention of members.
- It is important to establish expectations early on, so you will understand how to approach conflict as an E-Board.
- Conflict can sometimes be a growing/developmental moment for your club if it is handled appropriately.
- Do not ignore conflict, address it as it happens.
- Campus Life is here to help.

Communication

Communication

Activity

- Why did we do this?
- What were some challenges?
- What went well?
- How does this relate to your internal club communication?

Communication

Things to consider:

- The E-Board is responsible for the majority of communication, especially from Campus Life and BCB.
    - Club renewal, budget decisions, Club Fair etc.
- We expect you to disseminate this information to the rest of your club members.
    - Club Google Groups
    - Club Directory and Bates Engage Update Form
- Communicate resources available
    - Campus Life Funding Sources (especially Personal Expense Fund!), SPFs

Other Advisements

Other Advisements

- Google Groups/Drive/Bates Engage Groups
    - How do you communicate info?
    - Where do you keep meeting minutes?
- Club Ledger - Budget Management
    - Start using it now, and communicate your budget club members regularly
- Utilize your Student Programming Fellow (SPF) or Campus Life Staff
- Bates Engage
    - Designed with you in mind!

Questions?

Thank you!