



Delegation

As club president it will be necessary to delegate tasks. To delegate is to commit or entrust to another. When you use teambuilding and delegation, your board of officers can be transformed into an effective force!

How to delegate effectively

1. Make sure the person has knowledge and ability to do the job
2. The individual must have interest in doing the job
3. Explain the task to be accomplished and establish a timetable
4. Provide support and reference material
5. Define and state authority necessary to do the job
6. Provide adequate time to perform the job; follow through
7. Never undermine a delegated responsibility
8. Use positive reinforcement

Some common reasons why we, as leaders, fail to delegate

1. You feel that you must do everything and think that no one else can do it as well
2. You may lack confidence in your board
3. You might be a perfectionist or not like change

Why do some people resist having responsibilities delegated to them?

1. They do not wish to make the necessary decisions
2. They are not sure how much authority they have
3. They do not feel equipped to handle the work and believe that they do not have enough information or direction
4. They are not prepared to accept responsibility
5. They have made mistakes in the past that have embarrassed them or made you angry
6. They are not aware that you have actually delegated something to them
7. They do not see what is in it for them or they already have too much to do
8. They think the task is inappropriate for their position or temperament

If you get bogged down with single handily running your club, use delegation as a tool to get help. Don't be afraid to ask for help! You might be the president but that doesn't mean you are expected to do everything. This also doesn't mean that you should assign all of your tasks to everyone and leave nothing for yourself either. So, use good judgement and delegate responsibly. Delegation can also be a way to give responsibility to active members and emerging leaders.



How To Run a Club Meeting

Set goals for the meeting and prepare an agenda

- Prepare yourself - prioritize issues to be discussed, issues from previous meetings
- Consult with other members and executive board to finalize the agenda
- Research information necessary for making important decisions

Arrange all logistics

- Find a comfortable and convenient meeting place
- Arrive early to set up
- Set up seating arrangements
- Greet people as they arrive
- Supply food and refreshments

Sent out announcements, invitations, and reminders for the meeting

- Invite guest speakers to present on special topics/issues
- Invite all relevant constituents, target audience
- Send general and personal invitations early, send reminders
- Circulate agenda, minutes, and background information in advance

Be courteous, respectful, and inclusive

- Start and finish the meeting on time
- Set a welcoming tone (introductions, ice breakers, etc.)
- Engage all participants during the meeting

Bring closure

- Come to resolutions
- Prepare an action plan
- Summarize the main points and what/how follow up will be accomplished
- Plan and announce the next meeting



How To Plan a Successful Club Event

When your club decides to hold an event, it is very important to take aim at all the necessary steps needed to ensure success. Planning an event can be a tedious process. As a result, your club needs to be well prepared to deal with numerous details and alleviate problems which may occur during event preparation. The following is a guide to help you plan a successful club event.

Assess the event

Who is the audience? What are the audience's needs? How big do you want the event to be? Does the type of event you are planning limit the audience size? If so, how will you determine who can attend and who cannot?

Organize the event plans

What do you need to do to accomplish the event goals? When do you want to hold the event? Be sure to consider whether you have enough time to make all the necessary arrangements and whether your members will be able to complete all their tasks. Many event planners find it helpful to make a timeline working in reverse (start at the day of the event and fill in the publicity deadlines, facility agreements, etc.). This can help you see if you are being realistic or if logistically the event can be improved. Also, it's a good idea to check the university calendar. You may not want your event to coincide with other major events on campus.

Scheduling Activities

Where you hold your event is very important. Facilities can determine audience size, date, and time. It can also set the mood - formal, informational, workshop, or auditorium. Some facilities must be scheduled months in advance. Be sure to put space on hold if you are planning to have a big event during the year. Ask your school for assistance, if necessary.

Setting a budget

How much money do you have to work with? What kind of resources do you have at your disposal to raise money and/or cover costs? If you plan on charging admission, it

is important to consider what costs you anticipate this fee will cover as well as how many participants will be willing to pay.

Publicity

There are many ways to publicize an event - posters, flyers, banners, newspaper ads, social media, public service announcements, etc. Be creative! Use word of mouth, wear buttons, and hand out candy with event information attached.

Follow up

Make sure you thank the people who contributed to the success of your event. The event planner should also prepare an event report on successes, improvements, and other information, so your club won't have to reinvent the wheel if you decide to host the event again in the future.