



Manage a Student Org

Running an organization can be overwhelming at times—but the following tips will make it easier

I. Recruiting and Retaining Members

1. Market your organization effectively!

- * Set up an information table to flyer on Library Walk/other festivals, orientation meetings to introduce your club and recruit members. Share with the student population what your student org is all about!
- * Post flyers around campus for your upcoming meeting or event (Follow university posting policies)

2. Start a mailing list, Twitter, Facebook Group, website, etc.

- * Keep your potential and current members updated by e-mailing them and/or posting your upcoming meetings and future events!
- * Take advantage of current technology trends to keep people informed!

III. Meetings and Events

1. Hold Regular Meetings

- * Have consistent meetings (weekly, bi-weekly, monthly, quarterly) and advertise this to your members
- * Do an ice-breaker activity so members feel more at ease
- * Announce upcoming events and feel free to put on a skit or something different to keep your members excited!

2. Plan Socials and other fun Events

- * Have a day for members to go out to eat dinner or explore San Diego together so they can get to know each other

III. Delegate and Share Responsibilities

1. Club Officers

- * Hold regular board meetings for club officers to meet and discuss business items, upcoming events, or even just brainstorm.
- * Recognize the work your officers do by sharing your appreciation or having a fun get-together every once in awhile

2. Member Committees

- * Members are more likely to stay in the club if they feel **valued** and **involved**!
- * A good way to do this is by offering leadership opportunities such as joining a committee.
- * Committees can be formed on an *as-needed basis* (ie: for an upcoming event) or *continuing* throughout the year (ie: for fundraisers or socials).

For the first few meetings/events, have **Nametags** to foster a friendlier environment!

Delegating can be hard to do, but trust that your members can handle it! Give explicit directions and a precise timeline for the best results. Follow-up as needed.

ONE STOP is a great resource—swing by the 3rd floor of Price Center East if you have any questions!