

Possible Role(s) of the President or Group Leader

- Help the organization fulfill/reexamine its purpose.
- Work with board to develop goals for term (not just which events to do but also focusing on what you want to accomplish and why?).
- Help to divide up and delegate responsibilities (make sure that all executive board members understand their role, responsibilities, and available resources).
- Address questions from executive board members and help them find campus resources.
- Set meeting agenda and facilitate discussions.
- Look for additional resources for organization.
- Follow up on how things are going and help pull things together.
- Identify and support the structure of the organization (how often do you meet, how many executive board members, how many events, etc.).
- At times, act as the point person/spokesperson for the organization and its membership.
- Help to unify the membership.
- Network with other organizations.
- Update advisors periodically.
- Develop a way to promote organization.
- Act as a leadership role model for executive board and general membership.

Remember...

- *Your role is NOT to do everything. This often leads to burnout, resentment and hurts the long term success of the organization.*
- *If you notice that you're doing most of the work as the President or leader- please make an appointment to see Dean Saveena Dhall, Director of the Asian American Cultural Center*

Tips for Motivating Your Board

(adapted from Arthur Pell, Ph.D's book on "Team Building")

- Know the abilities and interests of each board member and try to match them with tasks and responsibilities.
- Give clear directions that are understood and accepted.
- Allow board members to make decisions related to their own jobs or responsibilities.
- Be assessable and listen.
- Praise others and show your appreciation.
- Treat board members fairly, and with respect and consideration.
- Show genuine interest and concern for each person as an individual.
- Make each person an integral member of the team.
- Keep board members challenged and excited about their work.
- Be open to trying new things. Encourage creativity and innovative thinking.

Tips on How to Encourage Shared Ownership of Your Organization

- Involve your executive board and members in the early brainstorming and decision making process.
- Do activities that build a sense of community within the organization.
- Help to create a fun, trusting and respectful environment.
- Help to match up people skills and interests with the tasks that need to get done.
- Be in touch with your own fears (for instance- fear that things won't get done) and passion for the organization/project/event. If others sense that you care so much that you will do everything they may consciously or unconsciously pull back or disengage.
- Be willing to accept that others sometimes do things differently and everyone has their own working style (some wait to the last minute but get it done while other plan way in advance). Find ways to be patient, flexible and supportive to others who are helping out.
- This doesn't mean that you can't hold people accountable. If people aren't follow through with their commitments- express concerns in a respectful and concerned manner. Be fair and help them identify ways that they can get back on track (i.e.- ask for help, set better limits).
- Find small ways to appreciate people's efforts (both privately and publicly).

Some Team Building Activities for your membership/exec board

- Do a team building icebreaker or fun group challenge
- Find a way to celebrate your birthdays
- Go to events together that supports members who are athletes or performers
- Reserve a cozy facility for an evening of dinner and board games.
- Create an intramural team.
- Cook dinner together and have a discussion.
- Arrange to have a movie interesting to your group shown at the AACC.
- Volunteer together - talk to the volunteer coordinator in New Haven.
- Have a show-and-tell meeting.
- Do a craft together.
- Reserve the billiards room just for yourselves.
- Take the Myers-Briggs test to learn about your different personalities.
- Participate together in diversity training.
- Find a way to appreciate one another.
- Go to the Gym together
- Have a friendly Iron Chef competition together
- Have a retreat just for your exec board to plan out the year
- Have a BBQ
- Treasure hunt
- Potluck at the AACC

Questions to Consider Before Facilitating a Meeting

Setting up the meeting

- What is the purpose of the meeting?
- Who should be at the meeting?
- When, where, and how long will the meeting take place?
- What supplies do you need (food, markers, pens, etc)?

Setting the agenda

- Have you asked your executive board or members for a list of agenda items that they would like to discuss?
- Have you articulated the focus of the meeting to others ahead of time?
- Are your goals for the meeting realistic or feasible?
- Can you break down your overall goal into smaller items?
- How will you encourage active participation?
- How will you incorporate all members of the group including those who might be less vocal?

Following up

- Do you have someone typing minutes for absent members or future records?
- During wrap up, have you made sure that everyone understand what they must do between now and the next meeting?
- Do others know when to expect the next meeting?
- Finally, has someone blitzed out the meeting minutes?

Tips to Encourage Active Participation:

- Work to create an environment where all *ideas are valued and appreciated*.
- Ask *open ended questions* (not questions that can be answered with “yes” or “no”).
- *Give people time* to answer questions.
- Ask people if they don’t understand your question and then perhaps *ask the question in a different way*.
- *Break into smaller groups* (pairs, triads, etc) and then ask people to share themes of what they discussed to the larger group (this is particularly effective when you want people to brainstorm ideas).
- *Break into groups* and ask people to take notes that can be typed up and shared later with everyone.
- Start with an *icebreaker or quick fun game*.
- Have everyone write down their thoughts *anonymously on a sheet of paper*. Then mix up the papers and have each person read what it says. This often can get people talking.
- During meetings- *have multiple people present* or talk during the meeting.
- Find ways to *move around the room*.
- Use *humor*.
- *Listen*.
- *Take breaks* (if over an hour).
- Discuss topics that participants indicate they’re *interested in*.

Thoughts Regarding Attracting New Members

Some Reasons Why People Join Organizations

- Social (to meet others)
- Learn something new (skills, knowledge)
- Raise Awareness (to celebrate and share their cultural or racial background with others)
- Identity (to better understand themselves or others).
- Social Change (to help make a difference).
- Community Service (to help others in need)

Some Reasons Why People Don't Come Back

- Didn't feel welcomed
- Too busy
- Didn't feel it accomplished anything
- Thought meetings were boring
- Felt that they didn't have anything in common
- Felt it was too cliquey
- Felt burnout
- Didn't feel appreciated
- Interested in exploring other interests

Questions to consider when attracting new members

- Other than attending events or eventually getting on executive board - how can new members get involved?
- Are there ways for new members to help out with event planning?
- How do you signal to others that anyone is welcome to attend events or meetings?
- How do you make new members feel welcome and comfortable?

Burnout Prevention

Burnout Prevention

- Notice when you're experiencing some level of burnout and seek assistance (the earlier the better).
- Know your limits.
- Set clear goals and prioritize.
- Be careful about doing everything yourself.
- Don't say yes to everything.
- Practice sharing responsibilities.
- Engage in projects/events that excite you.
- Be creative and think outside the box.
- Ask for help and let others help you (schedule a meeting with Dean Saveena Dhall).

Why is burnout a concern?

- Can contribute to you feeling badly about yourself and the organization.
- Can make you feel like you don't care anymore and you can neglect your responsibilities.
- Can lead to unhealthy behaviors to cope.
- Can create a negative environment.
- Can hurt the long term success of your organization.