

student . . .
activities &
involvement



Meet Our Staff!



What We Do

Help Clubs and Orgs!

- Administration: Recognition, registration, merchandise approvals & other paperwork, organization conduct, Club House and other org resources, BeInvolved
- Support: Transitions, org communication, internal conflicts, “Hypothetically speaking, if...”
- Programs: Madison Leads, Presidential Leadership Academy, Student Org Night, Dolley Leadership Awards, Outriggers
- Assistance to Advisors

Current Requirements for Recognized Orgs

- Annual Registration Process
 - We limit registration to those listed as “Primary Contact” on BelInvolved or listed on the roster as the President
 - Have a constitution with required articles/sections
- Have a JMU faculty/staff advisor on campus
 - Must be full- or part-time faculty/staff person paid by JMU, cannot be a graduate student
 - Co-Advisor if primary is gone for an extended amount of time (family leave, study abroad during school year, etc.)
 - Be listed on org BelInvolved Page

Our Expectations of Advisors

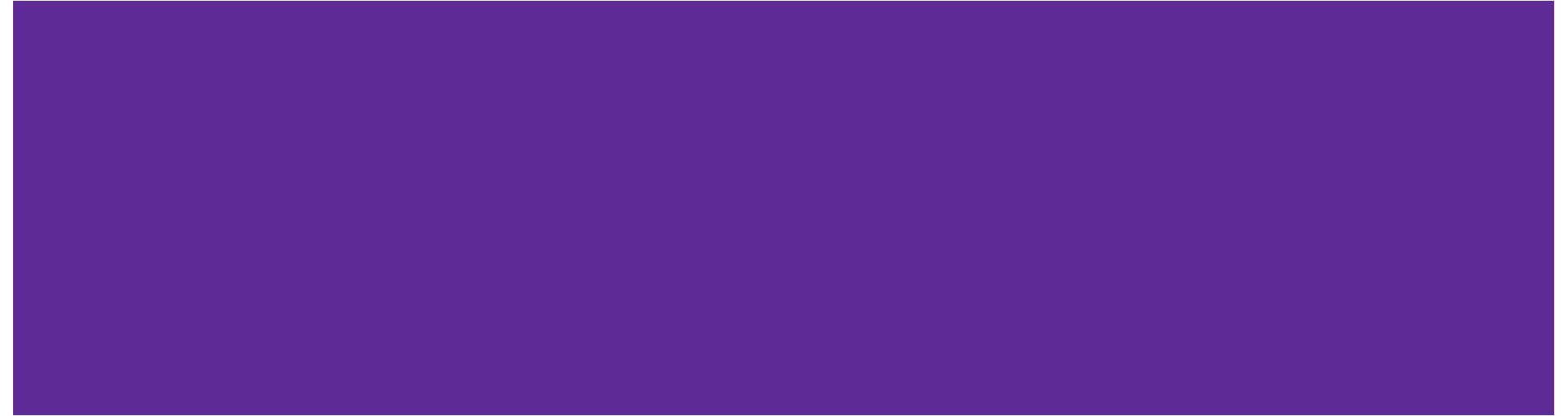
All organizations are different, thus your relationship is going to be different

- Be a resource for professional development, personal and internal conflict, and help problem-solve
- Students should always run their student organizations, including but not limited to:
 - Registering their organization, recruitment, organizing and running events
- Always step in when there is immediate risk

Helpful Tips

- Exec transition each year, so you'll have similar conversations each year. Assume nothing gets transitioned down
 - You are the org continuity and historical perspective.
- Let them fail. Students will learn and develop when something goes wrong
 - Avoid the “I told you so,” follow-up conversation. More, “What did you learn, how are we adjusting in the future?”
- Step back more than you step up. Provide new ideas, insights, and advice, sometimes even when not solicited, but they have final say over their organizations.
- Be visible but not imposing

Your Questions!



Developing a Relationship & Communication

- Set expectations early about communication and availability
 - Weekly meeting with exec or president? Monthly? Copied on meeting minutes?
 - Advising resources on our website
- When does the exec transition? Set up a meeting to help through questions, determine goals for their term
 - Do not expect students to do so. Best of intentions don't come to fruition
- Attend meetings & events! Show you care and are genuinely interested in what they are doing and passionate about

Funding/Banking Questions

- Credit Union Policies: Advisors are required to be on the bank account
- Help manage funding: Double check all budgeting and money in/out of account as necessary
 - How do YOU budget? This is the first time many students have ever had to worry about it. Guide them through it
- Do NOT sign any contracts! You are liable. University Officials will strike contracts and sign.

Risk Management

- Have the tough conversations (but remember you are a mandated reporter for Title IX)
- Liability forms and waivers for events, or even the org in general. Students should know the risks by participating and release the org and JMU from liability
- Check with their National office for specific policies
 - Reach out, call, introduce yourself as the campus advisor. What should you know, who should you call?
- Tell us if something isn't adding up or you don't know what to do. Our priority is the safety of students: physical, mental, emotional, & financial

Accountability

- What's in the constitution? Member and officer expectations *should* be listed
 - Removal process for not meeting these expectations?
- Suggestion: Yearly member contracts outlining expectations, follow-up if not met, and potential sanctioning/removal

Dukes Weekly

- Replacing bulk emails to “all students” from the Division of Student Affairs, including all student orgs
- Bulk emails still around, still available if you narrow the scope of your audience
- Online submission by the Sunday before it gets sent out

Student Org Resources



BeInvolved

You can:

- Message roster
- Host elections
- Track Service Hours
- Create Forms (if Google Forms can do it, so can BeInvolved!)
- Upload documents that are only viewable to members (meeting minutes and agendas, budget updates, constitution amendment proposals, etc.)

Club House

- Madison Union 208
- All recognized orgs can use the space!
 - 100 copies a week
 - 10 color prints a week
 - 50 buttons a semester
 - Everything else is free use to support your organization!

Outriggers

- Programs tailored specific for your organization that can focus on communication, team building, goal setting, group dynamics, and motivation
- Free for students organizations!
- Request 2 weeks in advance through BelInvolved Page



Madison Leads

- February 8th, 9am(ish) to 3pm(ish)
 - Free conference for all students with sessions regarding mindfulness, CAP resources, Dux Leadership Center opportunities, others that are relevant to organization and group dynamics!



Presidential Leadership Academy

- May 10th-15th
 - Free for presidents of organizations (food, housing, materials all included) focusing on the specific challenges of being the president/director/top leader of an organization



Upcoming Resources

- More opportunities for advisors
- Workshop Series for orgs (To Be Named)
- Student Org Handbook
 - Advisor edition to also be developed
- Online resources (no more paper forms!)
- Expanded resources on our website
- What are we missing?

Questions?