



SUSTAINABILITY: Successful **CLUB TURNOVER**

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The Reflection

Congratulations on being elected! You are going to have a fantastic year taking an active role in creating service opportunities within your community and meeting awesome new people. You'll be a beneficial part in creating new bonds between students and exciting them about service, fellowship, and leadership! (That's our motto, so know it!) So ok, where do you start? First things first: you need to know about yourself.

WHO ARE YOU:

- What kind of leader are you? What qualities do you like in other leaders?
- What are quirky or cool hobbies/skills/connections/experiences that you have? They could be useful for your club!
- Be real: what are your weaknesses? What are your strengths? How can your new board help you?
- What time commitments do you have besides Circle K? How will you make time for Circle K?
- What are you nervous about?

YOU AND YOUR POSITION:

- Why did you run for your position? How much do you know about your position?
- What did the previous person in your role do well? What could have been different?
- What goals do you have for your club? How can you help?
- How can you be a superstar on your board?
- In the future, would you like to continue being a leader in Circle K? What kind of work would you want to do?

YOUR CLUB:

- What made you want to join Circle K? How can you show others the same love?
- How well do you know the other board members?
- What events does your club do? How are they planned? What are problems in the past that can be fixed for next time? Are there enough service and social opportunities?
- How are meetings run? Are they enjoyable? Can they be improved?
- Membership: how can the board improve membership for the next year?

Think narrow and broad. Anything that comes to mind, write down! Bring this information to the training.

The Training

You need to ask yourself: what am I doing and what do I not know? Think about the questions above and review training documents. What are you confused about? Make sure that you ask these questions to your retiring board!

Importantly: keep active in your training. MAKE your retiring board train you well. Tell them what you want to do know and how you'd like to go about that. You can't force them, but you can encourage them and make sure you get the training you need.

The Retreat

The best way for a board to work together is to know each other! You need to be comfortable talking with one another and checking up on each other. Sometimes we get busy and lose momentum, so it's important for board members to know how to help resurface the other members and keep them in check.

Retreats can be day long, weekend long, or even just a dinner. Go bowling, camping, hiking, make a meal, do service together! The important part is that you all become comfortable around one another! And if you have time for more throughout the year, TOTALLY do that. It's a great idea to check in with one another and catch up!

See the Presidents Packet by 2014-2015 New York District Governor Renee Gerard

The Planning

Planning early is the number one way to guarantee a successful year. Let's face it, the school year will come at you fast and you want to be prepared. For anything. So, gather together and plan plan plan! Summer is a great time to do this, especially if connected to a retreat.

CREATE A GUIDELINE: Learn each others' strengths and weaknesses and figure out how the board will function. What checks and balances can be in place? Who's the detailed planner? What's a typical week going to be like? What is everyone's semester schedules going to be like? Where will they be during summer and winter breaks?

Things to Include:

- Daily, weekly, monthly, and yearly goals/commitments
- Detailed list of duties tailored to your club and school type
- Important resources
- Timeline of the week: when will meetings be (board and club), when will the planning for meetings occur, when will paperwork need to be done, etc.
- Checks and balances: who will be making sure you all do your work? How will work be reviewed?

CREATE DIRECTIVES: Outline what the goals of the club are and how you want to structure they year. List all the events and types of events your club would like to do. How will you vary your club meetings and events so they don't seem monotonous? Will you have contests?

See the Marketing and Recruitment Handbook pages 12-14.

CREATE DOCUMENTS AND COMMUNICATION: The problem that often comes with struggling boards is ineffective communication. Planning early about how you will communicate with each other and setting up systems of making records will ensure that you are all ready to simply lead the club and not worry about how you will be communicating.

Set up documents: These are documents that you will constantly refer to or edit. Examples:

- Master Calendar: list all your events and meetings. When they take place, what you did during those meetings, and
- Directives: keep these in tip top condition and constantly refer to them
- Club Contacts: keep a document outlining all club contacts, their information, and why they are useful to the club. It's also a good idea to include how to best contact them and when.

Where to Keep Documents: Google Drive is the best way to save documents because they are easily edited, viewed, and shared. If you don't all have google accounts, either all make one or create a club email that can be accessed by all members.

Set up Communication:

- Contact Information: have a spreadsheet or printed document that shows all of the best means of communicating with each board member. Include the preferred phone number for calling/texting, email address, and physical address (i.e.: dorm room or home).
- Messaging and Reminder System: choose a platform and method of messaging all board members about important information and reminding members about certain tasks:
 - a. Examples: Asana, Google Groups or another group emailing system
- Chat System: choose a platform to quickly communicate with each other and make sure it is possible for all board members.
 - a. Examples: group text messages (may be more difficult for
- Member Contact System: choose the top platforms for interacting with members. This can be my email, social media, and/or website. The fewer platforms that need to be maintained the better! Make sure information is streamlined throughout. *See Marketing and Recruitment Handbook page 5-6 for breakdowns of why you should use certain platforms.*
 - a. *Email:* using a group emailing platform like Google Groups makes it easy for members to subscribe and unsubscribe. Content email services like MailChimp are also great options to making beautiful emails and allowing members to subscribe and unsubscribe. MailChimp also gives information about open and click rates.
 - b. *Social Media:* Facebook group or Facebook page?. Twitter or Instagram?
 - c. *Websites:* choose a website platform like squarespace or wordpress to house your information.

*YOUR JOB: ASK QUESTIONS, TAKE CHANCES,
PLAN EARLY, AND HAVE FUN.*