

Pine Manor College

Club/Organization Guide

Office of Community and Residence Life

Dear Student Leader:

Pine Manor College prides itself in its accomplishments in inclusive leadership and social responsibility. The Office of Community and Residence Life would like to applaud you for taking part in our mission and assuming a leadership role here at Pine Manor College! This campus is fortunate to have a community of people who actively participate in co-curricular opportunities and understand the important role that these experiences play in skill development. The leadership role that you are assuming is a commitment to the total educational experience to yourself and the entire campus community. We are sure that you will find this experience to be one of great challenge and great reward.

The Office of Community and Residence Life is here to lend a helping hand. This guide has been designed to assist you in your leadership role. You will find information pertaining to teambuilding, fundraising, working with your advisor, event planning and many more helpful hints that we hope will make your role easier and more enjoyable. This guide also includes guidelines and policies/procedures that all organizations are responsible to comply with.

In addition to this handbook, the Office of Community and Residence Life are available to aid you in whatever way we can. We have resources available to you and your organization's members, as well as the skills to help you deal with organizational concerns as they arise.

We hope your experience as a student leader is a positive one. If at any time we can be of assistance to you please do not hesitate to give us a call.

Best Regards,
The Office of Community and Residence Life

Pine Manor College
Office of Community and Residence Life

Mission Statement

Pine Manor College believes that co-curricular participation makes a significant contribution to the total educational experience of our students. The Office of Community and Residence Life strives to provide students with a wide range of educational and social opportunities to enrich student development. The staff accomplishes these goals through its work with student organizations, campus programs, leadership development, and new student orientation. It is the belief that the work of the Office of Community and Residence Life will enrich the community life of the College as well as to help prepare students for roles of inclusive leadership and social responsibility.

Starting a Club or Organization

Clubs and Organizations exist because there is an interest from our student body. Our students recognize a need and desire to gather with like minded people to discuss academic interests, fulfill volunteer or community projects, and participate in commonly enjoyed past times. These opportunities for co-curricular learning foster an environment that respects diversity and the common good. Pine Manor College welcomes your ideas to expand current clubs/organizations or your pursuit to create a new one.

If you are interest in creating a new and exciting club you must complete the following steps to be considered:

1. Schedule a meeting with the Director of Community and Residence Life or Assistant Director of Community and Residence Life to discuss this process.
2. Create a petition for your club and organization with a **minimum** of 10 interested students who will be your club/ organizations founding members.
3. Write your club/organizations Mission Statement.
4. Find a Faculty/Staff member to serve as your advisor.
5. Submit all materials to the Director of Community and Residence Life and schedule a follow up appointment.

Mission Statement: Your club/organization's mission statement is a paragraph that contains the fundamental principles, name, and purpose of an organization. The process of writing a mission statement will serve to clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. The Office of Community and Residence Life requires that all clubs and organizations create a mission statement and submit a copy to the Director of Community and Residence Life.

Please Note:

It is important to keep a written record of the following items to be submitted to the Office of Community and Residence Life ("Student Clubs and Organizations Registration Form" due October 30 at 4pm)

**Pine Manor College
Office of Community and Residence Life
Student Clubs and Organizations Registration Form**

This form is for us to keep accurate information about your organization. We would like to know if the organization is active or inactive during the current year to better serve the members of our community. Please complete it by October 30 and return it to the Office Community and Residence Life by 4pm.

Name of Club/Organization: _____

Academic Year: _____

The approximate enrollment for this organization is: _____

Name of Advisor: _____ Advisor Phone # _____

Name of Student Contact: _____ Student Phone # _____

Meeting Information (Time, place, how often the club/organization meets, etc): _____

What are the organization's goals for this academic year? _____

**Executive Board
(Please Print Names)**

**Signature of 5 current members:
(Other than Executive Board members)**

President: _____

1. _____

VP: _____

2. _____

Secretary: _____

3. _____

Treasurer: _____

4. _____

Other: _____

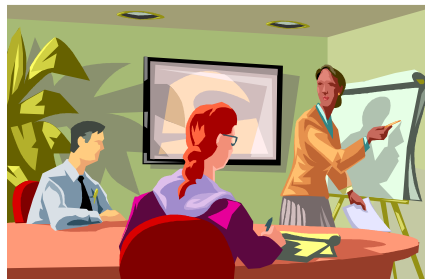
5. _____

If you have any questions please feel free to contact the Office of Community and Residence Life at 617-731-7029 or email CommunityLife@pmc.edu.

How to NOT lose control of a meeting!

Maintaining control of a meeting is imperative for a meeting to be productive.

- **Choose a location for the meeting that will be comfortable and controllable. Try to keep your meeting in the same location throughout the semester.**
- **Establish rules for your meetings and consistently enforce those rules.**
- **Consider using parliamentary procedure. Try to limit deviations or freelance discussions.**
- **Require all meeting participants to treat each other with respect.**
- **Make sure that all participants have a copy of the last meeting's minutes and the current meeting's agenda.**
- **Stick to your agenda.**
- **Make yourself available to individuals after the meeting**
- **Always start on time.**
- **Always take a few minutes to congratulate/celebrate members who have been doing a great job and to welcome new members!**



The Agenda and Minutes

Depending on how you look at it, attending a club meeting is either the most rewarding or the most boring part of being a club member. Ideally, the meeting should provide direction and incentive for members and is the best way to facilitate communication. The trick is to make meetings work for you and the club members, not against you.

Things to Remember when Running a Meeting:

1. Make certain that a meeting is necessary before you call one. Unnecessary meetings can cause members to lose interest in the group. Evaluate your meeting frequency, do you need to meet once a week, or can you meet bi-weekly?
2. Develop an agenda ahead of time and send it out to the member in advance. That way they can see what the meetings will cover, and may be more interested in attending.
3. Start on time; be prepared; keep to the agenda.
4. Create a climate where people feel free to disagree or to bring up personal concerns.
(see team-building section for helpful hints)
5. End the meeting with confirming what must be done before the next meeting.
6. Review responsibilities or tasks to be accomplished for the next meeting at the end of the meeting.

The Agenda

Each group member should get a copy of the agenda before the meeting begins. Here is a typical agenda:

Organization Name
Date, Time
Location

1. **Call to order** (whoever is leading the meeting lets the members know that the meeting is about to begin, and makes sure everyone has a copy of the agenda)
2. **Minutes Approval** (whoever is leading the meeting asks for corrections, changes and approval on the previous meeting's minutes)
3. **Introductions of new members, visitors or guests**
4. **Appropriations** (any items that need to be voted on)
5. **Reports** (If committees or individuals have reports to be made on progress with a project, etc.)
6. **Old Business** (revisit last meeting to see what people responsible for accomplishing since the last meeting, and decisions left unmade, etc.)
7. **New Business** (new assignments to be made, new topic, projects, decision, etc.)
8. **Discussion Items/Open Forum**
9. **Adjournment** (announce next meeting time, date and location)

The Minutes

One of the most important administrative tasks is taking minutes. Minutes are the administrative record of the group and help keep members up to date on where the group is headed, as well as what has been accomplished. A record of minutes should be kept by your club/organization's secretary or designated officer, and put on file for each meeting.

What Minutes Do:

1. Inform members who were unable to attend the meetings of what happened.
2. Help follow up on assignments and decisions.
3. Help formulate the agenda for the next meeting.
4. Provide a valuable review of traditions and procedures of the organization.

What Minutes Should Include:

1. Name of group, place, date, time and location of meeting.
2. Members present
3. Major agenda items in an easily identifiable format.
4. The assignments of responsibilities for individuals and committees, including deadlines.

* **REMEMBER:** Be as concise as possible.



Working with Your Advisor

Organization advisors are volunteers who devote their time and talent to campus groups, and are responsible for supporting and encouraging their groups through successes and failures. The responsibility for finding an advisor rests on both the campus group and the Office of Community and Residence Life. If you are having difficulty finding an advisor, please contact the Office of Community and Residence Life for assistance.

1. The responsibility for building the relationship must be shared between the advisor and the students.
2. The relationship must be based upon open and direct communication and mutual respect.
3. All advisors and members must recognize their various roles and responsibilities inside and outside of the organization.
4. All members and advisors should share expectations of performance, responsibilities, and group effectiveness.
5. The advisor must also sign off on all the appropriate papers before they can be approved by the Office of Community and Residence Life.
6. Be sure to recognize your advisor as a resource to your club/organization.



Pine Manor College

Student Events Checklist

Planning Phase (at least 3-4 weeks prior)

- Set up an appointment with the Office of Community and Residence Life for reservation of the date and event approval paperwork.
- Reserve venue location with appropriate staff.
- Check budget to make certain that funds are available (make sure your funds are secured).
- Call agencies back to notify them of group's decision on entertainment selection.
- Confirm that your advisor is available to be present at your event.
- Request housekeeping and set up needs.
- Request Campus Safety (if needed)
- Make necessary accommodation arrangements for performers/vendors (if needed)
- Request audio/visual equipment
- Submit advertising/publicity to the Office of Community and Residence Life (review publicity policy)
- Request a check for performer/vendor (turn in signed contract to Business Office)

Implementation Phase (one week prior)

- Post flyers (get it approved by the Office of Community and Residence Life & Advisor before copying)
- Have a Pre-event meeting (assignments review)
- Review checklist with group advisor or the Office of Community and Residence Life
- Reconfirm the event with the performer, performer's agent, or vendor
- Reconfirm that you have the location, set up and housekeeping to come the following morning, and with Campus Safety
- Make signs (no re-admittance, no smoking, alcohol cans/bottles no permitted, metal detector in used etc.)
- Make sure the check is being processed for payment

Day of the Event

- Have the contract and check on hand
- Set up the location
- Have fun

After the Event

- Clean up the venue
- Take down publicity
- Return receipts and change to the Office of Community and Residence Life (if funds were used)
- Send thank you notes to those involved

PURPOSE OF PUBLICITY

To attract attention

To arouse interest

To target an audience

To sell the program

To bring people together

Put in the effort!

It's the little extras that make the
BIG DIFFERENCE.

Please remember: To have all posters approved by the
Office of Community and Residence Life before posting.

IDEAS FOR EFFECTIVE PUBLICITY!!

Think OUTSIDE the box

Forget the 8.5 X 11 size paper!

Avoid Using Black on White – try COLORS

***Be creative with fonts and styles** – make sure the writing on the poster is still legible*

*Change up the font sizes to draw **attention** to more important info*

Try new and different shapes for posters

Things to Do When Advertising

- ✓ Give 4 flyers to each person in your group – that way not just one person has to put up everything
 - ✓ Posters should start going up 2-3 weeks before your event
 - ✓ Put remainder of posters up the week before
 - ✓ On the day of the event make sure to publicize – put flyers on dining hall tables, around the Campus Center and villages.
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Things to always include on your posters:

Who is sponsoring the event?

What the event actually is.

Where the event is being held.

When – day and time the event will take place

Cost – if it is free make sure that is on the poster

****Don't forget to take down posters and clean up advertising after your event!**