

# Maintaining an Organization



# A Quality Organization



# What is A Quality Organization

Responds as effectively as possible to the needs it was formed to meet

Is consistent with the mission of the organization carrying it out

Is sensitive to the needs and culture of the target population

Is a model of ethical behavior



# How ?

**Plan** - conduct a needs assessment and decide and determine ways to reach those outcomes

**Do** - produce the “plan” part with teamwork along with common sense and organizing principles

**Check** - make sure the “do” part was produced in accordance with the “plan” part

**Act** - run the program or initiative that you have planned

**Analyze** - analyze in terms of quality, cost, and evaluate it and try to improve it

**Restart**

# Creating an Organization



# Connect and Discuss

The process can range from one month to 6 months

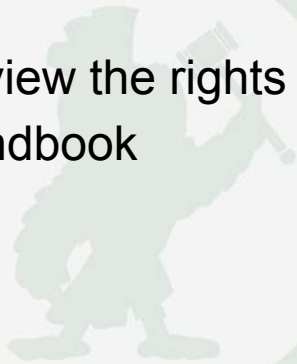
Identify your interests and research

It can be engineering, writing, or some other field that inspired you

Get together and discuss

What is your group's purpose

Review the rights and obligation of student organizations in the Student Handbook



# Constitution & Bylaws

**The constitution contains the fundamental principles which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function.**

The constitution of an officially recognized organization should contain minimally the following information :

Name of Organization, Purpose of Organization, Officers, Elections, Membership, Finances, Meetings, Amendments, and Advisor.



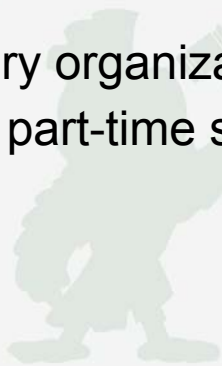
# Set Up a Meeting

Schedule a meeting with the Coordinator of Student Involvement & Leadership. You can do this by calling 818-252-5232 or stop by the Whitten Student Center.

Have 2-4 members meet with the Coordinator.

Following your meeting, you will need to figure out who will initially fill the officer roles.

Every organization is required to have a full-time faculty or staff advisor with two part-time staffs





# OSD & ASWU Recognition

Once the Coordinator is satisfied, a formal announcement of recognition will be sent to the campus community.

The announcement will include information about pertinent organization accounts, addresses, codes etc. to be established in your group's name.

Organizations that have received recognition through the Student Affairs are encouraged to seek recognition through the Associated Student of Woodbury University.

This would allow you to seek funding through the Organization Allocations Committee (OAC).

# Retaining & Recruiting Members



# The Grape Principal

**Growth** - organization provide growth opportunities for all members

**Recognition** - appreciate and recognize or reward members in a timely manner

**Achievement** - make sure entire team feel recognized and contributed

**Participation** - make sure organization is open and willing to accept all

**Enjoyment** - volunteer and work can be fun being part of a group



# Recruitment Tips

Start Early

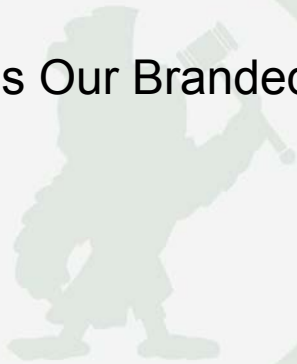
Collaboration is Key

Recruit first- and second-year students

Be Intentional about Diversity and Inclusion

Collect Information

Pass Our Branded Materials



# Event Ideas

Tabling - set tables out, play music and hand out food to attract students' attentions

Games and Freebies - students interact with members to play games and receive branded freebies

Stress Reliever - hand out bubble wraps for students to pop to relieve stress during finals and midterm exam



# Manage the Flow of Knowledge



# Retaining Experience-Based Know-How

Including not only technical knowledge but also soft skills, such as project management and maintaining relationships inside & outside the organization.

Facilitate communications and speed decisions making.



# Pass-Downs

Start early to identify potential leaders early in the year

Help previous E-Board pass along their expertise more effectively

Teach through practical problem sets & hand-on diagnoses instead of lectures and presentations

Newcomers should keep “learning logs” that record their experiences through scheduled sessions with previous E-Boards







Keep it Simple.  
Keep it Cheap.  
Keep it Fun.