

Southwestern Community College
STUDENT LEADERSHIP ASSOCIATION
HANDBOOK

Sylva, NC



"What you do, what you say, and who you are, may affect people in ways you'll never know; your influence, like your shadow, extends to where you may never be." -Author Unknown

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Student Leadership Association Guidelines/Rules of Operation

Under authority granted by the Officers of Trustees, the administration, and the faculty, we, the students of Southwestern Community College, in order to maintain a positive relationship between the administration, students, and organization, to represent the student body's view and objectives, and to advance leadership and scholarship, have adopted these guidelines for the Student Leadership Association.

ORGANIZATION

There shall be a Student Leadership Association. The Executive Officers and acting members shall be selected by an application/interview process annually.

The Student Leadership Association goals are as follows:

- A. To promote mutual understanding between the administration and the student body.
- B. To provide opportunity for student participation in making policies concerning student activities.
- C. To promote and coordinate student activities.
- D. To present to the administration any just proposal concerning policies which affect students for consideration of merit.

MEMBERSHIP OF THE STUDENT LEADERSHIP ASSOCIATION

The membership of the Student Leadership Association shall consist of 11 selected members, who shall be full-time (12 HRS.) students (with the exception of summer term) from the student body of Southwestern Community College.

The Advisor

The advisor is a Southwestern Community College faculty/staff member. As such, the advisor represents the interests of the students, college and administration. The role of the advisor is:

- A. To advise the Executive Officers on social and professional matters concerning any business within the SLA.
- B. The SLA advisor must be present any time SLA funds are being committed.
- C. Attendance of the advisor is necessary when any matter directly affecting the college is discussed and strongly encouraged for all meetings.
- D. The advisor is not a voting member of the SLA.

All meetings of the organization shall be open to all students and faculty who wish to attend, but they can speak only in accordance with the rules of parliamentary procedure. If a student has an issue/concern, they need to speak to the SLA President before the meeting in order to be put on the agenda.

QUALIFICATIONS AND DUTIES OF OFFICERS

The qualifications for all student members shall be:

- A. Maintain a GPA of 3.0 or better.
- B. Should a student's average fall below a 3.0, he or she will be placed on SLA probation for a period of one semester. If the next semester he or she does not have a 3.0 average, he or she will be removed from office for the remainder of his or her term. In this event, another student will be selected to serve the remainder of the term.
- C. Each student leader will be selected from this process: 1) Application with recommendation from faculty 2) Interview
- D. The duties of each student leader shall be to:
 1. Represent students' opinions fairly at all meetings.
 2. Make themselves open to students and their concerns.
 3. Serve to the best of his or her ability on any committee to which he is appointed.
 4. Regular attendance is expected at all official monthly meetings unless excused by the SLA advisor.
 5. To approve the establishment of new organizations on campus.

Executive Officers

The executive officers shall consist of (1) President, (2) Secretary, (3) Treasurer, (4) Activities Coordinator, and (5) Meeting facilitator. After the 11 members are selected, they vote among themselves for these Executive positions. SLA Executive Officers missing two consecutive meetings without being excused will automatically forfeit their position and be replaced.

All Executive Officers must be full time (12hrs.) All executives shall have, and maintain, a 3.0 grade point average prior to taking office. Should any one of the executives fall below a G.P.A. average of 3.0, he or she will be placed on SLA probation for one semester. Following that semester, should a 3.0 average not be maintained, he or she will be barred from serving for the remainder of the term.

Vacant offices

- A. If the Office of the President becomes vacant, the SLA will vote on a new President.
- B. All other vacancies in office will be appointed by the President, subject to approval of two-thirds majority of the SLA members present. Vacant offices shall be filled from within the membership of the SLA.

The duties of the President shall be:

- A. To preside at all general assemblies and Student Leadership meetings.
- B. To call special meetings of the SLA and the student body, subject to approval of the administration.
- C. To vote in case of a tie, or to create a tie, at SLA meetings.
- D. To represent the student body at all official ceremonies.
- E. To solicit items for the agenda and get the agenda organized before each meeting.
- F. Serve as a student-nonvoting member of the College Officers of Trustees.

- G. Act as an ex-officio member of all SLA committees.

The duties of the Secretary shall be:

- A. To record the minutes of all meetings.
- B. To regularly file these minutes in the Southwestern Community College Library, with Sandra Bunn, SCC Webmaster, and in the SLA files.
- C. To carry on the correspondence of the SLA and keep a record of attendance and excused absences.

The duties of the Treasurer shall be:

- A. To keep an accurate financial record.
- B. To give an accurate and up-to-date financial statement at each Student Leadership meeting.
- C. To maintain the student copier and change machine.
- D. To investigate and report immediately any unusual financial transactions.

The duties of the Activities/Event Coordinator shall be:

- A. To plan and coordinate student activities and oversee any special event committees. This includes booking events, doing contracts, planning and decorating for events, etc.
- B. To assist the Public Relations Officer in the announcement and advertisement of student activities/events.
- C. To Work with clubs who are responsible for activities.

The duties of the Public Relations Officer shall be:

- A. To work closely with SCC's Public Information Officer to inform the local news outlets of the three-county area served by SCC of the events and activities of the student body (radio, local newspaper, school paper, etc.).
- B. To provide an SLA bulletin published when necessary to be posted in classrooms and/or on the SLA bulletin boards.
- C. To provide all students (i.e., evening and off-campus) with any necessary information regarding SLA and upcoming events.
- D. Ensure that all campus activities sponsored by the SLA are well publicized.

The duties of the Meeting Facilitator shall be:

- A. To call the attention of the President (as inconspicuously as possible) to any error in the proceedings that may seriously affect the rights of another member or otherwise do harm.
- B. To anticipate any probable difficulties with procedure and speak to the President in advance about them.
- C. To know the SLA Guidelines, parliamentary procedure and Robert's Rules of Order (Revised) thoroughly.
- D. To work to ensure that SLA meetings are conducted with dignity and ensure that everyone has a fair chance to speak.

SELECTION PROCEDURE for SLA members

Any student who meets the qualifications is encouraged to apply. The 11 SLA members will be selected through an application/interview process. From this group, the members will vote/elect their Executive Officers, including their President. To win the "election" a candidate must receive a simple majority of the votes cast by the SLA.

VOTING PROCEDURES

All members of the executive officers, excluding the President, may vote on any motion presented at SLA meetings. **The President votes only in the case of a tie or when his/her vote would result in a tie. In order for a vote to pass, seven active SLA members must be present to vote.**

Students and faculty attending SLA meetings may not vote on any motion presented; however, participation in discussion is permitted in accordance with proper parliamentary procedure (Roberts Rules of Order, Newly Revised).

REQUIREMENTS FOR ESTABLISHING STUDENT CLUBS AND ORGANIZATIONS

All students are encouraged to form clubs and organizations.

Procedures for establishing student clubs and organizations:

- A. Petition the SLA with signatures of at least eleven interested students. Follow the directions for establishing a club contained in the SLA operational guidelines. Prospective clubs and organizations must furnish a copy of their proposed operational guidelines to the SLA.
- B. After due consideration, the SLA will report as to the advisability of granting the club or organization a charter.
- C. If the charter is granted, the SLA will require the organization to submit a copy of the club's proposed operational guidelines to be considered for recognition.
- D. Funding for clubs shall be distributed at the start of each semester. After receiving the completed club funding form, the SLA will decide whether or not to allocate funds for the semester.
- E. Only clubs and organizations that are previously recognized at the beginning of the fiscal year will be funded for that semester. SLA does not fund clubs in the summer term. Clubs formed after the semester has begun will have to wait until the next semester for funding. Major considerations for refunding will be the amount of activity of the organization, and a minimum size requirements (11 students).
- F. The funds provided will equal the amount of other existing clubs or will be based upon the funds allocated for club activities at the beginning of the fiscal year.

Changes to SLA Operational Guidelines:

Changes can be made to the SLA Operational Guidelines, but first must pass the SLA members with at least seven members voting and a majority in favor of the changes to be made.

Other Important Information to be an Effective Organization:

WHAT MAKES A GOOD LEADER

- **Be well prepared** – know leadership takes work as well as practice.
- **Be group minded** – regard yourself as a part of the group. Say “We” instead of “I”; don’t try to run the crowd. Instead be guided by the crowd’s wishes.
- **Like people** - be understanding and friendly.
- **Be poised** - don’t let irritations bother you.
- **Have humility** – be confident, but not too cocky. Don’t be afraid to reveal that you don’t know everything.
- **Be a hard worker** – don’t ask anyone to do something you yourself would not be willing to do.
- **Be responsible** – live up to your words and duties.
- **Be cooperative** – know how to work with others and enjoy working with them.
- **Be a fun-lover** – enjoy life...the simple things as well as the big.
- **Have vision** – help the people in your group learn and grow through the activities.
- **Be clear** – be able to express yourself effectively.
- **Be proud** – proud of what you do. Take pride in being a leader; but earn it.
- **Be courteous** – the word “please” and “thank you” pay dividends.
- **Think ahead** – know members’ opinions and be ready to meet changing situations.
- **Set goals** – make them high, but be sure they are reachable.
- **Take advice** – but do your own thinking.
- **Get the facts** – analyze them before you draw conclusions.
- **Do your best** – at all times. Plan to make the most effective use of your time.

GOAL SETTING--Why Is it Important?

Goals

Goals are statements describing what your organization wishes to accomplish. Goals are the ends towards which your efforts will be directed. Remember to review and change your goals from term to term or year to year, depending on your organization.

Why set goals?

- Gives direction, helps avoid chaos.
- Can help motivate members.
- Clarify and communicate what you are striving for.

- Define your organization.
- Are a basis for recognition, accomplishment, realizing success.
- Saves time and makes the group become more aware of problems in time to develop solutions.

Objectives

Objectives are descriptions of exactly what is to be done and are derived from goals. Objectives are clear, specific statements of measurable tasks that will be accomplished as steps towards reaching goals. They are short-term and have deadlines. You will probably have a number of objectives for each goal.

Setting goals

It is best to set goals as a group. This will create many positive results.

- Better commitment. People support what they create.
- More motivation among members and officers.
- Clarity of goals. Better understanding of goals and the rationale for selecting them.
- Better goals more ideas/opinions in the decision process.

Steps for setting and achieving goals

1. Brainstorming goals with the group.
2. Choose the goals you want to fulfill from the brainstorming list.
3. Prioritize as a group.
4. Determine objectives for each goal, then a plan of action for each objective.
5. Move into action and follow through.
6. Continually evaluate your progress.
7. Be flexible; allow your objectives to change to meet new circumstances.

Action planning

1. What is to be done (your objective)?
2. How is it to be accomplished?
3. What are the resources – people, money, materials?
4. Who will carry it through?
5. When will it be accomplished?
6. What results are expected, and how will they be measured?

TEN COMMANDMENTS OF GOOD COMMUNICATION

Every good leader today realizes that communication is the most vital management tool. S/he is aware that s/he not only communicates with words, but through attitude and actions. Communication obviously encompasses all human behavior that results in an exchange of meaning. The following ten commandments of good communication might serve as help to improve a leader's skills of communication with superiors, subordinates, and associates.

1. **Seek to clarify your ideas before communication.**

- A prime reason for ineffective communication is the result of the initiator not having a clear concept of what s/he intended to communicate in the first place.
2. **Examine the purpose of each communication.**
A clear determination must be made of what the communicator really wants to accomplish with his/her message. A good guideline to follow is “Don’t try to accomplish too much with each communication.” The sharper the focus of the message, the greater its chances of success.
 3. **Consider the total physical and human setting whenever you communicate.**
Meaning and intent are conveyed by more than words alone. The circumstance under which a communication is transmitted has a great deal to do with the effectiveness of that communication. The physical setting, the social climate, and past practices will have an impact upon the net results of effective communication.
 4. **Consult with others, when appropriate, in planning communications.**
Such consultation often helps give additional insight and objectivity to the message. Moreover, those who have helped plan the communication will tend to give their active support.
 5. **Be mindful, while you communicate, of the overtones, as well as the content of your message.**
Your tone of voice, expression, and apparent receptiveness to the responses of others all have tremendous impact on those you wish to reach. Although frequently overlooked, these subtleties of communication often affect a listener's reaction to a message even more than its basic content.
 6. **Take the opportunity, when it arises, to convey something of help and value to the receiver.**
People on the job are most responsive to the leader that values the message of the receiver and are perceived as helpers.
 7. **Follow up your communication.**
This can be done by asking questions, be encouraging the receiver to express his/her reactions, by follow up contacts, and by subsequent review of performance. Make certain that every important communication has feedback so that complete understanding and appropriate actions result.
 8. **Communicate for tomorrow as well as today.**
Be sure the long-range interests and goals of the organization are taken into consideration.
 9. **Be sure your actions support your communications.**
In final analysis, the most persuasive kind of communication is not what you say, but what you do. When a person’s actions or attitude contradict his/her words, others tend to discount what s/he said.
 10. **Seek not only to be understood but also to understand. Be a good listener**
Listening is one of the most important, most difficult, and most neglected skills in communication. Only when s/he is listening can s/he detect the overtones and hear the feedback of his/her own communication. A person cannot talk and listen at the same time.

Meetings: How to Run An Effective Meeting

RUNNING AN EFFECTIVE MEETING

A successful meeting does not “just happen” with the right people. Further, it is the end result of careful planning, implementation, and evaluation. The amount of time required to initiate the following steps for success vary with the different kinds of meetings. The following brief outline can be directly related to planning your program as well as your meetings.

Before your meeting: Planning

1. Decide the purpose of the meeting:
 - a. Problem solving
 - b. Information Giving
 - c. Committee Function
 - d. Entertainment Planning
 - e. Discussion Group
2. Determine the time and place for the meeting with regards to when the majority of people are available. Schedule the room for the meeting and give notice in advance of the meeting to the members.
3. Be aware of, and ready for, who will be attending.
4. Group comfort: keep the following in mind when making arrangements:
 - a. Arrange seating to allow for face-to-face interactions.
 - b. Provide black board or easel for brainstorming or group discussion.
 - c. Provide committee members with paper, writing instruments, and copies of any charts, calendars, or other information that will be helpful.
 - d. Provide a room free from excessive noise or visual distractions.
 - e. If needed, provide nametags.
5. Plan the meeting!
 - a. Always plan the agenda ahead of time (i.e., what topics are to be covered, in what order will they come, old business or new business, how much discussion time, announcements, etc.)
 - b. Consult resource people before the meeting to know as much as possible before the meeting starts.
 - c. **DON'T MEET JUST FOR THE SAKE OF MEETING!!!** If the agenda is not important enough, postpone the meeting.
6. Balance the length of time in order to keep people interested. Adjust the length of your meetings to allow for sufficient discussion of meeting topics, yet not so long as to lose members' interest.
7. Decide on the style and attitude that best lends itself to the purpose and topics of the specific meeting (i.e., autocratic, democratic, laissez-faire, stern, friendly, direct, indirect, etc.)
8. Determine how you are going to keep the members involved in the meeting.
9. Make use of publicity if needed, and don't forget the details (i.e., food, set-up, special needs, etc.)

During the meeting

1. Keep pad and pencil on hand to jot down notes, ideas, volunteers, etc. or designate a recording secretary to do this.
2. Hints:
 - a. Always be on time.
 - b. Be pleasant.
 - c. Be flexible.
 - d. Be responsive to everyone's suggestions.
 - e. Stay on the subject being discussed.
 - f. Remain patient and tolerant.
 - g. Be aware of individual's expressions, comments, and actions.
 - h. Set a time limit and stick closely to it.
 - i. Remain calm under pressure or when frustrated.
 - j. Give others a chance to express their views by including everyone at the meeting.
3. Have other people observe the meeting and be open for criticism, both positive and negative.

After the Meeting: Follow-up

1. Do what you say you will do between meetings – keep your credibility.
2. Type up the minutes/notes taken at the meeting and distribute the copies.
3. Evaluation:
 - a. Did the meeting accomplish its purpose?
 - b. Were the needs of the group satisfied?
 - c. What were the strong and weak points of each part of the meeting?
 - d. What were suggestions, ideas, or comments from the audience, and how might they be implemented next time?

AIDS TO FACILITATING

Here are examples of comments that promote clear communication and help get the job done:

- “Let’s check that out with the rest of the group.”
- “Do you see it differently?”
- “How do you see the problem?”
- “Sounds like that’s a problem we ought to address?”
- “I still don’t have a handle on the real problem. What is it?”
- “What would you like to be doing?”
- “Oh, your perception is... (describe). That’s how you see the problem?”
- “Sounds like this is a real problem?”
- “What are we doing right now?”
- “Say a little more about that.”
- “What’s the purpose of this presentation?”
- It’s a big agenda today. Do you want to get through the whole agenda? (yes) Okay, if I push too hard, let me know.”
- “What do you want to have happen?”

DELEGATION--How To Do It and Why

Part of building a team is getting people involved in the group. If you try to do everything yourself you will not only burn yourself out, but you will find little support for your event or program. There is an old saying “people support what they help to create.” By using delegation everyone takes responsibility for a part of the event and completes the giant puzzle. The following are a few tips about delegation that should help pave your way to a successful program:

By delegating you:

- Allow more people to become involved.
- Distribute the workload.
- Identify talents and interests of other members of your group and give them all the opportunity to shine.
- Help prevent burnout for all concerned.

What and when to delegate:

- Matters that keep repeating themselves.
- Minor decisions made most frequently.
- Details that take large amounts of time.
- When you feel someone has particular qualifications which suit the task.
- When someone expresses an interest in the task.

What and when not to delegate:

- Something you yourself would not be willing to do (the menial work).
- Something involving trust or confidence.
- Emergencies.
- Appraisals (telling someone they did well or poorly).
- Jobs requiring your position.

Methods of delegating:

- Ask for volunteers: interest and belief in something is one of the greatest motivators for success.
- Suggest: someone you feel would be good for the task. Silence in response for a volunteer does not necessarily mean lack of interest. Often someone will not volunteer for a task because s/he lacks self-confidence.
- Assign the task to someone. They can always decline.
- Spread the good around: “good jobs” give people status and value. Make sure the same people don’t always get the good tasks.

PROGRAM PLANNING--Steps to Making it Easier for All Involved!

The following is a list of things an organization needs to consider when planning a program.

1. Leadership

Who will be the central person in charge?

What committees will you need to have involved in the planning?

Has an advisor been contacted about the event?

2. Resources

How much will the event cost?

How will it be funded?

Where will the funds come from and how long will it take to get the money?

Who will be in charge of the money?

What other organizations could help you with the event, either with food, prizes, or money?

3. Speakers, Materials, and Equipment

Have you received a contract from the performer?

Have you reserved the performance location?

Have you reserved any special equipment you might need?

Who will check to make sure all the items needed for the program have been reserved?

4. Food requests

Have you ordered food for the event?

Have you ordered any special food requests for your contract performer?

Have you secured needed paper items, such as napkins, plates, and cups?

5. Scheduling

What is the best time to have the event?

Have you checked the college calendar to see if there are any conflicts?

6. Advertising

How do you plan on marketing your event?

What materials will you need for publicity?

Who will create the publicity?

Who will post the publicity?

7. Clean-up

What specific tasks need to be done?

When does the facility need to be cleaned up?

Do you have the equipment to clean it up?

Who will be responsible for making sure the facility gets cleaned?

8. Follow-up/Evaluation

How will you know if the event was a success?

Has all the money been accounted for and receipts turned in?

Have thank-you notes been sent?

Are there records for people in charge next year?