

# MILLSAPS COLLEGE

## *Officer Responsibilities*

As an officer of your student organization, your first job is to conduct yourself in a manner that brings satisfaction and pride to your membership. When you present a serious and business-like approach during activities, this will encourage other members to respond with more concern to organization transactions. The impression you leave on others is often more important than any problem you solve or decision you make. As a member-elected officer, it's your duty to make your organization better and to ensure your officer experience, and that of your members, is meaningful and fun!

Officer teams tend to consist of a president, vice-president, secretary, treasurer, reporter, and directors agreed on by the membership. Other roles might include second vice president, historian, parliamentarian, and membership director.

Depending on the organizational needs, goals, and number of members, your organization may utilize a range of officer positions. No matter what though officer positions exist to provide order and guidance to help all members achieve the goals and objectives of their organization.

A few highlights of officer and roles and responsibilities:

### **President**

- Arrange all meetings and business sessions
- Decide on dates, locations, and other arrangements

- Work closely with the advisor and officer team to create a meeting agenda
- Conduct business in a structured manner
- Appoint committees; assign vice president to assist

### **Vice President**

- Conduct meeting in the absence of the president
- Coordinate all elections
- Oversee the work of appointed and special committees

### **Secretary**

- Keep records of business and report the minutes of each meeting
- Notify members of meetings and events
- Maintain an updated list of members

### **Treasurer**

- Keep an accurate record of all receipts and expenses
- Collect and dispense funds as directed by the membership
- Report transactions at each meeting
- Work with committees on planning budgets to meet their goals

### **Reporter**

- Promote organization activities
- Submit press releases to local media outlets
- Oversee publicity and communications



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## *Budgets for Organization*

A budget is a financial plan showing income and expenditure for the year ahead.

It helps you to identify what money you need to raise to cover your costs. It also helps you to control your expenditure, monitor your fundraising, and manage your money.

No budget is ever 100% accurate. It is your best guess of what money you think you will need at the time of drawing up your plan, things can change during the year; you may have unexpected costs or even spend less on some things. The more time and thought you put into planning it, the more accurate it is likely to be.

**Preparing-** It can take a lot of time and effort to draw up an accurate budget. Start work on it as soon as you can. This is especially true if you are a new group or the project you are applying for money for is a new venture for you, as you will have to work out all your costs from scratch.

### **Working out your budget**

#### **Checklist – suggested budget headings**

#### **INCOME**

Council grants-  
for revenue  
for capital

#### **EXPENDITURE**

**Revenue**

Grants from trusts	Postage & printing
Grants from companies	Stationery
Membership dues	Telephone
Donations	Transport & travel
Legacies	Repairs & renewals
Sales of publication	Equipment maintenance
Fees for services	Cleaning
Fundraising events	

### **Expenditure**

When working out how much money you will spend during the coming year you need to take account of the following:

- Make sure that your figures are as accurate as possible. Don't just guess costs or use old figures – you might end up not having enough money. Get estimates from a few different suppliers, use catalogues, and talk to other groups running similar projects.
- Make sure you don't under cost the work as this could lead you into financial problems. But, just as importantly, don't over cost the work as this may mean that funders reject your application.

**Revenue costs** are items of expenditure that are ongoing such as rent, heating bills and travelling expenses.

### **Income**

Your expenditure list above sets out your spending requirements. You now need to produce a similar list of all possible sources of income. Be as realistic as

possible when estimating how much money you will get from each source.

Start with the total amount you need to raise and then break it down into a series of smaller amounts, identifying where each of these amounts can be raised from. Keep a regular check on this side of your budget, as you may need to revise your fundraising targets if money is not coming in, or more has come in from a particular funder.



### **Reviewing the budget**

Budgets aren't simply a means of getting a grant. They also act as a guide during the year as to whether you are spending your money as you had planned. Your budget will warn you if you are over spending or under spending or spending in unexpected areas.

Your group or committee should look at your budget every month to check spending against income and to

review your fundraising attempts if necessary. Your budget may need to be revised.

### **Presenting your budget to funders**

You need to present a clear and detailed budget to funders.

Make sure your figures are broken down into separate items of expenditure – it isn't good enough just to say 'we need \$X to keep our service going'.

Keep evidence of how you worked out your figures (written quotes, catalogue prices and so on) in case funders ask you how you decided how much you needed.

Show what other sources of income you expect in addition to their funds.

If you are seeking revenue funding for one year then give a brief description of how you hope to raise money to keep the project going in future years.



# MILLSAPS COLLEGE

## *Sample Template of Meeting Minutes*

### **Importance of the Agenda**

- An agenda is a formal listing of business that is to be conducted at a meeting
- Usually developed by the chair and distributed to the members in advance
- Must be approved by the membership at the beginning of the meeting
- A well planned agenda is critical to a well run, organized meeting

**[NAME OF ORGANIZATION/COMMITTEE]**

Meeting Minutes  
September 28, 2009

### **Opening:**

The regular meeting of the **[Name of Organization/Committee]** was called to order at **[time]** on **[date]** in **[location]** by **[Meeting Chair]**.

### **Present:**

**[List of Attendees]**

#### **A. Approval of Agenda**

The agenda was unanimously approved as distributed.

#### **B. Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

#### **C. Open Issues**

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

#### **D. New Business**

Summarize the discussion for new issues, state the next steps, and assign any action item.

#### **E. Agenda for Next Meeting**

List the items to be discussed at the next meeting.

### **Adjournment:**

Meeting was adjourned at **[time]** by **[Person]**. The next general meeting will be at **[time]** on **[date]** in **[location]**

Minutes submitted by: **[Type name here]**

Approved by: **[Type name here]**



# MILLSAPS COLLEGE

## *Sample Template of Meeting Agenda*

[Company/Department Name]

### Meeting Agenda

[Date]

[Time]

Type of Meeting: [Description of meeting]

Meeting Facilitator: [Name of meeting facilitator]

Invitees: [List of invitees]

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Open issues
  - a) [Description of open issue]
  - b) [Description of open issue]
  - c) [Description of open issue]
- V. New business
  - a) [Description of new business]
  - b) [Description of new business]
  - c) [Description of new business]
- VI. Adjournment



# MILLSAPS COLLEGE

## *Parliamentary Procedure*

**Parliamentary procedure** - defines how groups of people, no matter how formal or informal, can most effectively meet and make decisions in a fair, consistent manner—and make good use of everyone's time. Even a basic background in parliamentary principles can help you and your organization hold more efficient meetings.

### **What is Parliamentary Procedure?**

- Set of proven “rules” used to move business along during a meeting.
- Guidelines – not laws.
- System that allows an organization to conduct business in a fair and democratic manner.

### **Why use Parliamentary Procedure?**

- Handle only one item of business at a time
- All participants have an opportunity to participate in discussion
- Observe the rule of the majority
- Protect the rights of the minority

### **Parliamentary Procedure Lingo**

- Motion – proposal or resolution by a member that the assembly take a certain action or express a certain view. A motion is considered out of order if it conflicts with the constitution or by-laws of the group
- Main Motion – a motion to introduce a principal subject. Only one main motion may be considered at a time and must be disposed of before another main motion may be considered
- Motion to Lay on the Table – a motion to lay aside a pending question for an indefinite amount of time
- Motion to Take from the Table – a motion enabling the assembly to resume consideration of a previously tabled item
- Point of Order – to object to a proceeding as being in conflict with the rules of procedure. The chair must recognize the point
- Previous Questions – a motion to end debate, which requires the assembly to vote on the issue at hand. The motion must be suspended, requires a 2/3 vote, and is not debatable
- Friendly Amendment – a small change to an original motion. Those who made and seconded the original motion must agree to the amendment
- Motion to Adjourn – a motion made at the conclusion of a business meeting or at the final business session
- Majority Vote – more than half of the votes, or 50% +1
- Quorum – the number of members required in the by-laws to hold a legal meeting



## Handling a Motion

### Three steps by which a motion is brought before the group

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

### Three Steps in the Consideration of a Motion

1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.
  - o A. The chair restates the question.
  - o B. The chair takes the vote:
    - "All in favor of the motion, say aye."
    - "Those opposed, say no."

A vote passes with a simple majority (except in cases of Suspending the rules, previous question, limit or extended debate & amend a previously adopted motion), which requires a 2/3 vote.

3. The chair announces the result of a vote. A complete announcement should include:
  - o A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
  - o B. Declaration that the motion is adopted or lost.
  - o C. Statement indicating the effect of the vote or ordering its execution.
  - o D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

## Use of the Gavel

- The gavel allows the chair to obtain attention quickly
- One tap – signals for members (participants) to be seated and follows the completion of an item of business or announces adjournment
- Two taps – calls a meeting to order
- Three taps – signals for members to stand
- Series of taps – restores order of the room

## Methods of Voting

There are 4 common methods of voting:

1. *Voice Vote* – works in small groups but not large. With a large group it's hard to distinguish quantity.
2. *Rising Vote* – either hand or physically rising. This is the most common method of voting. The chair counts in response to those in favor and those against.
3. *Secret Ballot* – secretary distributes, collects, tallies, and reports the decision to the chair who announces the result.
4. *Roll Call* – each member is asked how they vote by the chair.
  - a. Quorum – review definitions from earlier
  - b. Simple Majority
  - c. Two-thirds Vote

## Final Thoughts

Don't get overwhelmed – mastering parliamentary procedure takes a lot of practice and patience

Modify parliamentary procedure to fit the needs of your group – not all motions need to be memorized – only focus on those you'll use on a regular basis

## Parliamentary Procedures at a Glance

To do this...	You say this...	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temp., etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority

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## *Ice Breakers*

### **Name Game-**

Everyone sits in a circle. Decide the category (food, animals, etc.) Then everyone must come up with a word from that category that starts with the same letter of their name. (ex. Jelly bean Joe or Jaguar Joe) Then the person next to them must say the animal or food and then the person's name. As you go around the circle everyone must start with the first person's name. This is so that everyone can learn each others names. Go until everyone has gone, then pick someone that didn't get to say as many and have them go around the circle to see if they were paying attention. This will keep everyone involved throughout the game since they wont know who will have to say them all.

### **Human Knot**

- a get-to-know-you icebreaker
- involves close physical proximity
- can be used as a name game
- helps a group learn about how to work together
- can also focus on group understanding of communication, leadership, problem solving, teamwork, trust, persistence, etc.



**Equipment:** None.

**Time:** ~15-20 minutes

**Brief Description:** Standing in a circle, group members reach across and shake hands - use hand connecting to a different person.

The group then tries to unravel the "human knot" by unthreading their bodies without letting go of each other people's hands

### Set up & instructions

- Ideal group size is approximately 10, but it can be done with anywhere from about 7 to 16. Much higher or lower and the task doesn't really work. The more in a group, the more difficult the task, partly because of the complexity, and partly because there is physically less room to move.
- If there are two or more groups doing the task simultaneously, have the groups reasonably spaced out, so they don't feel distracted by a sense of competition.
- Ask participants to form a circle, shoulder-to-shoulder.
- Ask participants to each place a hand in the middle of the circle and to grasp another hand.
- To emphasize learning of names and get a bit of fun going, ask participants to introduce themselves to the person they are holding hands with.
- Then ask participants to put their other hand in the middle, grasp a different person's hand, and introduce themselves.
- Don't let participants let go of hands - some will be tempted to think the activity might then be over - but it is only just starting.
- Explain to participants that what you'd like them to do is untangle themselves, without letting go of hands, into a circle.

- Participants may change their grip so as to more comfortable, but they are not to unclasp and re-clasp so as to undo the knot.
- Most of the time a full circle falls out, but occasionally there are two or even three interlocking circles. So, really the task is to sort the knot out into its simplest structure.

## 2 Truths & a Lie

Equipment-None.

Time~15-20 minutes

Brief Description-

People write down two truths about themselves and a lie. Then introduce the three "facts" to the rest of the group who tries to guess which one is a lie.

- Particularly useful as an icebreaker, e.g. can be used as a opener for a workshop/conference.
- For large groups (e.g., 30+), it is best to split into smaller group sizes.
- Hand out cards or paper and pens (or if participants bring their own, that's fine)
- Explain that in this activity each person write two truths and a lie about themselves and then we will try to guess each other's lie. The goal is to: a) convince others that your lie is truth (and that one of your truths is the lie) and b) to correctly guess other people's lies.
- Allow approx. ~5+ minutes for writing 2 truths & a lie - this isn't easy for a lot of people - there will some scribbling out, etc. The slower people will probably need to be urged along to "put anything you can think of" down. Allocate 5-8 minutes, but you will probably need to urge people along.
- Announce that we will now walk around and chat to one another, like a cocktail party, and ask about each other's truths and lies. The goal is to quiz each about each statement to help determine which are the truth and which is the lie, whilst seducing other people into thinking that your own lie is a truth.
- Emphasize that people should not reveal their lie, even if it seems others might have guessed.
- Allow min. 10-15 minutes of conversation time.

## TOILET PAPER GAME:

Get a roll of toilet paper and explain to your group that they are going camping and need to take as much toilet paper as they think they may need for a three day trip. Once everyone has an ample supply, explain to the group that for every square in their possession, they must share something about themselves. NOTE: If anyone knows the activity, ask them not to give away the secret under any circumstances.

## WHO AM I...OR FAMOUS PAIRS:

In this exercise, group members will be asked to identify the names of famous pairs or persons. The leader tapes the name of a famous person on the back of each participant. (i.e. Fred Flinstone, Mary Lou Retton, Bill Clinton, etc.) The group member is not to see who is taped to their back. Their task is to find out who they are. The participants mill around the room asking others yes/no questions. If the member receives a "yes" answer, they can continue to ask that individual questions until they receive a "no" answer. Then they must continue on to ask someone else. When a group member figures out who they are, they take off the tag, put it on the front of their shirt, and write their own name on it. The member then can help other members find out who they are. The exercise concludes when all members have discovered who they are.

## Giants, Wizards, and Elves

Summary: An icebreaker / action oriented game good for medium and large sized groups. Similar to a game of rock, paper, scissors, two teams face off and decide to become either "giants," "wizards," or "elves."

Phrase to say before each round:

**Giants defeat elves, elves defeat wizards, and wizards defeat giants.**

Recommended # of People: 20 and up (large groups work fine too!). Messiness factor: Might break a small sweat! Materials Required: None. Recommended Setting: Indoors or Outdoors.

It's a simple game based on the classic game of rock, paper, scissors.

### *Setup*

Teach everyone how to become three characters: the giant, the wizard, and the elf. Each character features hand motions and a noise.

- For the giant, each person stands on their tippy toes, lifts up their arms, and makes an angry growling noise: "Rooooar!"
- For the wizard, each person crouches a little bit, flutters their fingers as though they are casting a spell, and they make a magical noise: "Woooo!"
- For the elf, each person gets down very low on their knees, cups their hands around their ears, and makes a high pitched elf noise: "Eeeeeee!"

Practice each motion together a few times. Divide everyone into two teams and have them separate into opposite sides of the room. The game involves several rounds. For each round, the following takes place:

1. Each team forms a huddle and decides to become a giant, wizard, or elf.
2. Both teams then line up and face each other, about 5 feet apart.
3. The facilitator after the phrase of who beats who is said then says "3..2..1..Go!"
4. Each team acts out the giant, wizard, or elf (whatever they decided to become).
5. As soon as they act out their character, the winner tries to grab the loser and pulls as many people over to their side as they can. The loser tries to run away, back to their side, in order to be safe. The winner of each round is determined by the following. The giant defeats the elf because giants "squash" elves. Elves defeat wizards by outsmarting them, chewing at their legs. The wizard defeats the giant by "zapping" them with a magic spell. Identical characters are a draw (no one wins). This process keeps repeating for multiple rounds until one team is entirely consumed (or when time runs out.)