

Diversity:

- a. Diversity
 - i. What is diversity
 1. It is more than just black and white, it is socioeconomic class, religion, sexuality, being from different countries, able bodied vs. non-abled bodied
 - ii. We would like to reframe the discussion around Diversity
 1. In part because of the current political climate, including the black lives matter movement
 - a. We don't want to divide people and pit them against each other.
 - b. We never want to push diversity on to people in this political climate
 - c. We want to give opportunities for people to grow and learn about themselves as well as people who are different from them. Different doesn't mean bad, it just means different.
 - d.
 2. We would like to focus on reflecting on ourselves and our values
 - a. You should be learning about yourself and where you come from, what are your experiences and values growing up. What are you keeping and what are you letting go.
 3. We would like to focus on allyship aka friendship and connections
 - a. We all come from separate places and have different experiences
 - b. We need to recognize that having different opinions, values, and experiences doesn't make that person bad, they are just different.
 - c. A person's opinion or value is bad only if they are hurting someone else.
 4. BLM, allyship, privilegeEvents
 - a. Accessibility, and checking your privilege
 - b. Who are we doing it for/ performative vs. genuine
 - c. Black lives must matter at Siena for your group at Siena to matter.
 5. How do you want to learn about diversity and what do you want to learn?
 6. Perfect time to change diversity, we are calling out stuff.
 - a. Change the landscape of siena heights.
 - b. Not pushing diversity makes people aware and inclusive.
 - c. That's what leaders do, that is siena, being competent, purposeful, ethical.

Event Planning

1. Guidelines for having events this year
 - a. Possibility of it changing- is dependent on the level of Siena and the local, state, and federal government guidelines.
 - b. Right now it is 10 people inside, 25 people outside, all wearing masks and social distancing.
 - c. Food has to be prepackaged and individually wrapped
2. How to have a successful and meaningful event
 - a. Work with other organizations
 - i. Collaboration can make events easier to plan, make more connections and community, plus you get the word out about your organization more.
 - b. Figure out the purpose of your event, besides being fun. i.e. celebrate diversity, education, networking, stress relief.
 - i. Have an idea, make a plan, and take action.
 - ii. Assign tasks and create deadlines to ensure you actually achieve your goals and desires.
 - c. Make sure your events are events that all students want to go to. Try new things and ask people what events they want to see. Don't cater to just one type of person or group on campus.
 - i. International students may want to see something different than first generation students or on-campus residents vs. commuters.
 - ii. Don't be afraid to collaborate with groups you've never worked with before.
 - iii. Just because Psych Club is completely different than Club Med or MOD doesn't mean that they can't come up with some create events together,
 - d. Get the word out about your event
 - i. Post on social media
 - ii. Daily announcements
 - iii. Word of mouth
 - iv. Posters on campus
 - v. Navigation
 - e. What is navigation and how to use it?
3. Event ideas Discussion
 - a. Virtual events?
 - b. On-campus events?
 - c. What ideas does everyone have in general?
 - d. What events are going on right now? Or in the immediate future?

How To Be Organized

1. How to be organized
 - a. Write down all passwords and usernames for social media, website, email, etc.
 - b. Have them all in a folder, binder, a shared google file
 - i. Shared google file is one of the best things to use.
 - ii. It keeps everything in one place, it's typed out so everyone can read it, it's accessible at all times, it's easily passed on to the next leaders of the org.
 - c. For social media
 - i. Use an excel sheet,
 1. You can put in where you posted something, when, why, who, and what you posted.
 2. We assigned our president to approve all posts so we put everything on the excel sheet, she checks it regularly and then approves it.
 3. We do this so we always know who's posting what, when, where, and why. It also ensures all posts are relevant, useful, and appropriate.
 4. We only post about events, updates, educational resources relating to our org.
 5. Doing all of this not only keeps you organized it also makes you look more professional and put together. When people see a solid organization they want to join.
 - d. Assign someone to take notes, meeting minutes at every meeting and have them add those notes to the google file.
 - i. You can look back and recall what was talked about, when you talked about, and why.
 - ii. During this you can write down deadlines and who was assigned what tasks.
 - iii. We all forgot about some of the specifics of our meetings, this ensures there is record of what is said.
2. How to have a successful organization
 - a. To have an organization you need members, at the beginning, end, middle whenever a position goes empty post those positions on campus, social media, daily announcements regularly so they can be filled.
 - i. This moves your organization forward and gets the word out about your organization.
 - b. Have leadership be on the same page, team work
 - i. Set expectations at the very beginning- open-communication, transparency, time- commitments, initiatives and events you plan on having or ideas
 - ii. Could even create and sign contracts stating people agree with these standards
 - c. Problems are solved in private, maybe with a neutral party like an advisor

- i. Drama has no place in an organization, we are all adults, we should be able to solve problems without the whole campus sipping the tea and in a calm- collected way.
- d. Set up goals and a plan
 - i. 3 per semester/ year
 - ii. If you achieve those quickly then set mor goals
 - iii. Nothing can be achieved unless you create a plan
 - iv. Set goals that are achievable, measurable, you have enough time, etc.
 - v. If you have office hours use that time to be productive and achieve your goals
- e. Accountability!!!
 - i. Hold each other accountable and be willing to teach/ help each other.
 - ii. If someone is slacking, remind them of the expectations, be willing to have tough conversations.
 - iii. If someone is frustrated or overwhelmed don't let the problem build up, talk about it at the start of the problem.
- f. Work on stuff over the summer
 - i. Student Government did this and were able to do stuff that we wouldn't have time to do during the school year
 - 1. We redid our constitution, our social media, and website.
- g. Other points
 - i. If you don't know something or don't know how to do it, ask questions, google, research! Idk how to do something should never a good response, step up be a leader
 - ii. Show up on campus, people won't know about you unless you do something
 - iii. Make sure you post your social media information and your contact information.
 - iv. Don't just speak, act!
 - v. Play to each person's strengths
 - 1. I'm really good at organizing and planning so i'm in charge of planning stuff like this. Hannahs good at creating posters so she's been in charge of social media. Be willing to learn new things and teach the other members of your group.
 - 2. Don't just say idk how to do something, learn how to do it, ask questions,

Productive Meeting

1. How to be Professional
 - a. When talking to people you should :
 - i. Talk to people like how you want to be treated
 - ii. Being sassy and speaking your mind is alright but there are limits
 - iii. Always make sure your point is clear, you are moving forward in you conversation. (not spreading drama, saying the same thing over and over again, spreading false information)
 - b.
 - c. How to dress:
 - i. Dress like an adult and in decent clothes, look put together
 1. Don't wear raggedy clothes, pajamas, etc to meetings, events, etc.
 2. When meeting with authority figures (Sister Peg, Michal Orlando) dress decent,
 - d. How to act:
 - i. As a leader you have a higher expectation than everyone, you are a role model, act like it.
 1. If you wouldn't want someone doing and saying the same things about you don't do it.
 2. If you won't do it in front of your boss or an authority figure don't do it.
 3. Don't spread, start drama
 - ii. You aren't always right, always be willing to reflect on yourself, and learn
 - e. Other points:
 - i. Even outside of official org business you are still seen as a leader, what you do, say, how you act reflects on your organization and you as a leader.
 - ii. Be organized
 1. You can't get things done if you don't know what they are, have a plan, and take action.
 2. Assign tasks to people and write down deadlines.
 - iii. If you don't know the information about something, say I will get back to you, and that you don't have the information right now. Don't assume or guess.
 - iv. Be consistent
 1. Everyone needs to know what they are doing, when, uphold your constitution, expectations, and standards.
 2. Having a set meeting time and date
2. How to have a productive meeting
 - a. Have an agenda and send it out to your org before the meeting. Have them add talking points if they need to.
 - i. Allows all members to be prepared, allows everything you need to talk about in one place and keeps your meeting on track

- b. Set a standard for the meeting: talking stick, raise your hand for questions, write down concerns, take notes, make a plan for next meeting
 - c. Stop talking about drama, leave the drama for your mama or your llama.
 - d. Meetings are used to update all your members, formulate plans for your events/ initiatives/ social media posts, etc., to plan your initiatives and events, and to address concerns.
 - e. Finish with meeting minutes
 - i. Send it out to your members
 - f. You need your people to be there so you need to let them know in advance
3. You can end with questions or a discussion about what they think a productive meeting should go and how to act like a leader or whatever else you think of

Recruitment/Retainment/Social Media

1. How to get students involved (recruitment) and retain membership
 - a. Have a professional social media presence: facebook, instagram, twitter, remind101, email
 - b. What does it mean to have a professional social media presence
 - i. You have a standard look
 1. pick 3-4 colors to use and apply those to your posters, profile picture, cover photo.
 - ii. Make sure you have good punctuation, no spelling errors, correct information
 1. If you put the wrong info out, delete it and put up the correct information
 - c. Use social media consistently: post updates on initiatives, meetings, events
 - d. Talk to people
 - i. Talk about events, talk about your club, bring it up in conversations but don't push your club on to people.
 - e. Go to the student org fair
 - i. Talk about group and events
 - ii. Sign people up to be a part of your group
 - iii. Contact those students within 48 hours, get your initiatives/ events moving
 - f. To recruit you can post flyers, post on social media, post info in the daily announcements, host an event, set up a table and talk to people.
 - g. Have a consistent meeting schedule and place
 - i. If it gets moved let your members know ASAP
 - h. Send out reminders about meetings, and events
 - i. Have fun and keep drama out
 - j. Recruitment is about getting people to your meetings, retainment is about to keeping them their
 - k. Students stay a part of orgs when they are having fun, gaining experiences, gaining leadership skills, and making a change on campus.
2. You can end with a discussion about other ways to recruit or retain or whatever else you want.

Successfully Passing Down Leadership

1. How to pass down leadership successfully
 - a. Give all paperwork and resources to the rising leaders before the school year ends
 - b. and give them to the rising leaders before the school year ends.
 - c. Have rising members learn information about how the organization is ran before they become the leader, show them the ropes.
 - d. Teach them to run a meeting, write an agenda
 - e. Give information about annual events the org does.
 - f. Be organized with all the information
 - i. Have it all in a binder, folder, shared google file/ folder
 - ii. Write down all passwords and usernames for social media, website, email, etc
 - iii. Have all important contacts written down and give to new leaders
 1. This could be common businesses, faculty, other orgs, etc that the org works with
 - g. Have literature for newcomers to read on the groups focus
 - i. Ex: Student Government works with everyone on campus so they should be learning about topics related to diversity, engagement, recruitment, advocacy etc.