

CLUBS WORKSHOP NOTES 2017

President Workshop



1. Nosy Parker session

What do you do as your club's President?

- keep members involved
- delegate jobs/roles and overs that they are done
- be the leader, not the boss
- chair committee meetings and AGMs
- promote the club, be passionate and involved
- resolve conflicts
- make decisions while taking other opinions on board

What did the person before you do to help you settle into the job?

- not much
- working alongside the incoming president
- having an induction evening
- support from club mentor/life member

What would help you become better in your position?

- support material, such as a manual or job checklist

2. President Job Description

Characteristics, skills & knowledge of a good club's president

- reliable, because nothing lets a club down than a scatty president
- organised, because driving the vision for the club, increasing membership and guiding their committee takes organisational skill
- good communicator, because as the spokesperson for the club, the president needs to be able to be convincing and concise
- not afraid to make decisions, because after taking all opinions into consideration, the president was elected to guide the club to new heights
- has a vision for their club, or drives the agreed upon goals for the club, because without referring back to the rationale for the club, it might lose its drive

What does an effective club president really do?

Guide and grow the club

- present a vision to the committee and membership for discussion and implementation
- network with others: MUSA, other clubs, Massey units, media, presenters, speakers
- be a spokesperson for the club on and off campus
- lead club analysis to find weaknesses and strengths
- initiate steps to improve the club

Work well with their committee

- communicates plans and seek feedback/support for initiatives
- carry out/delegates jobs such as affiliation to MUSA, grant application, equipment care, recurring club events to relevant committee members
- prepare meeting topics/issues/agendas in collaboration with the committee and secretary
- review the committee members and guide their performance

Represent the club to the community

- be present at club events
- seek opportunities for the club to be part of community events/ offer club support to community

Scout out interest and discuss the president role in good time

3. John Ross, Careers Consultant, MU Employability Services

Leadership skills gained and how to benefit from your service

John pointed out that Massey Careers will support you in your quest to find the best job fitting your interest, knowledge and skills. The skills developed in an executive position for a club can be formulated in a way that makes you the best candidate for a position or at least a job interview.

He mentioned that increasingly, companies are on the lookout for candidates that can show evidence that they gained 'soft' skills, such as leadership, relationship building, and communication skills, to name but a few.

Massey developed a set of Employability Characteristics:

- Global citizenship
- Enterprise
- Information Literacy
- Self-Management
- Leadership

Can you see how these sit well with the skills you now have or will gain in your position?

4. MUSA will upload support materials onto the www.musa.org.nz website

5. MUSA invites all clubs' executive members to a Network and Chill on Wednesday, 3 May at 6 pm in the MUSA Lounge. We will arrange a foodstall-style dinner with drinks for you to just chat with other execs, or if you want to, share your projects with them. This will be an RSVP event with a variety of hot food (Indian, Thai, Mexican, Vietnamese, Kiwi, Italian) to choose from. Wait for the email from MUSA before you RSVP, thanks.

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Secretary Workshop



1. Nosy Parker session

What do you do as your club's Secretary?

- collaborate with the president
- be the main contact person
- prepare agendas and take notes at important meetings (like AGMs)
- deal promptly with correspondence and social media

What did the person before you do to help you settle into the job?

- not much
- working alongside the incoming secretary
- having an induction evening

What would help you become better in your position?

- support material, such as a manual or job checklist

2. Secretary Job Description

Characteristics, skills & knowledge of a good club's Secretary

Crowd-sourced wisdom says a good, efficient club's secretary should be or have:

- organised, because they deal with time-sensitive things like deadlines for affiliation, grants, communication requests, event calendars
- good communication skills, because they respond to requests, let people know what comes up or needs doing...
- good with communication technology, because they post or update social media pages as well as access email on numerous devices
- assertive, because somebody must be.

What does an effective club secretary really do?

Work well with president

- remind president of upcoming issues, plans
- formulate and communicate president's ideas to membership

Stay on top of paperwork

- ensure ordinary club meetings are organised and dates, agenda points are communicated to members
- check affiliation dates and prep necessary paperwork
- check grant application dates and paperwork
- take accurate notes when necessary to document issues and plans
- prepare paperwork for AGM, such as setting agenda with president, checking if constitution is up for renewal...
- keep minutes of the AGM, check quorum, and prepare agenda as well as paperwork needed
- keep track of membership

Communicate with members, MUSA and others

- check correspondence and request
- notify relevant club execs if they need to action something
- deal promptly with incoming and outgoing correspondence

Scout out interest and discuss the secretary role in good time

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Leadership skills gained and how to benefit from your service

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