

TRANSITIONING LEADERSHIP

Advisor Resource

TIPS FOR STUDENT GROUPS

- Plan for leadership changes (hold elections, etc.) the semester before transition
- Create transition documents/ drives with information on Transition Checklist (next slide)
- Fill in new leaders with info about CSI resources, including the Student Organization Resource Guide
- Keep upcoming deadlines in mind (Budget Requests, Call for Programs, Re- registration, etc.)
- Make incoming leaders administrators on Orgsync & re- register your student organization via Orgsync together

TRANSITION CHECKLIST

- History of Organization
- Mission Statement
- Constitution & By- laws
- Position Descriptions
- Program Checklists
- Goals for the next year/ Timeline
- Passwords (email, social media, national org, etc.)
- Scheduling Reservations
- Contact Information (CSI Program Manager, Faculty/ Staff Advisor, National Org., etc.)
- Templates (agendas, budgets, calendars, etc.)
- Unfinished Projects or Requests

ADVISOR ROLE IN TRANSITION

- Encourage the incoming leadership to shadow the outgoing leaders
- Assist students in creating transition documents/ drives
- Introduce yourself to the new leaders!
- Remind students to update their OrgSync portals with correct information
- Refer students to the Student Organization Resource Guide on the CSI website or their Program Managers with questions are unsure of the answer

PREPPING FOR NEXT YEAR: THINGS TO KEEP IN MIND

- Call for Programs
- Budget Requests
- Program Manager Lists
- Re- registration

Any questions? CSI is here year- round!

CALL FOR PROGRAMS

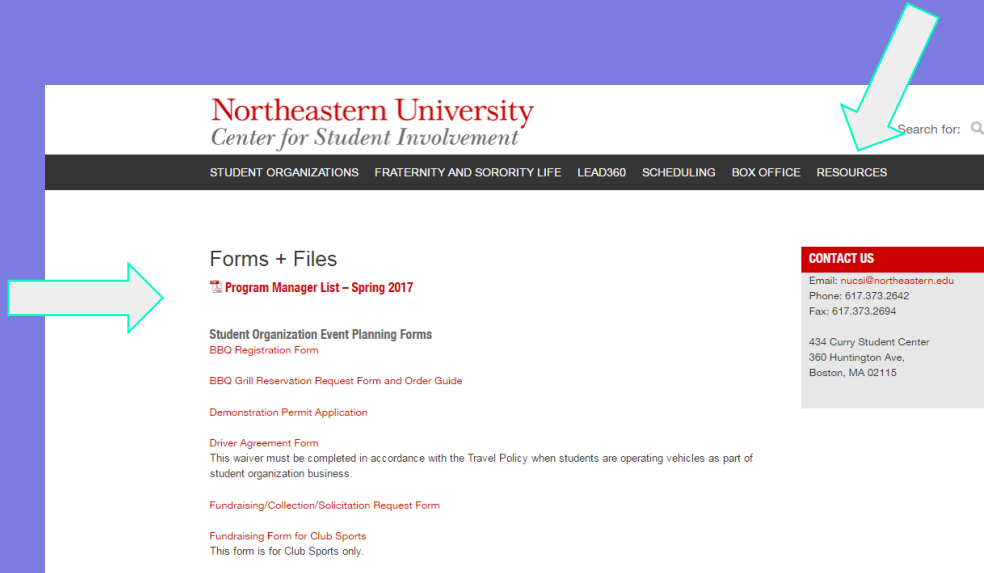
- **What:**
 - Request weekly meeting spaces and major event spaces for the next academic year
- **How:**
 - Link and directions sent to students via email
 - Completed via myNortheastern (MEV) or OrgSync (Weekly Meetings)
- **When:**
 - Due Spring Semester for following academic year spaces

BUDGET REQUESTS

- What:
 - Requests for funds from student government
- How:
 - OrgSync
- When:
 - Deadlines are posted on student government websites
 - Begin in early summer for the fall semester

PROGRAM MANAGER LISTS

- Updated each semester
- Found on CSI website




Northeastern University
Center for Student Involvement

STUDENT ORGANIZATIONS FRATERNITY AND SORORITY LIFE LEAD360 SCHEDULING BOX OFFICE RESOURCES

Search for:

Forms + Files

-  [Program Manager List - Spring 2017](#)
- Student Organization Event Planning Forms**
 - [BBQ Registration Form](#)
 - [BBQ Grill Reservation Request Form and Order Guide](#)
 - [Demonstration Permit Application](#)
 - [Driver Agreement Form](#)
This waiver must be completed in accordance with the Travel Policy when students are operating vehicles as part of student organization business.
 - [Fundraising/Collection/Solicitation Request Form](#)
 - [Fundraising Form for Club Sports](#)
This form is for Club Sports only.

CONTACT US

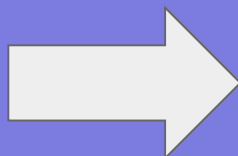
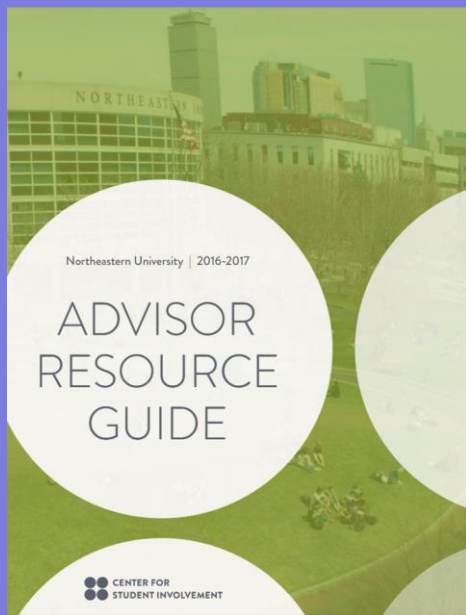
Email: nucs@northeastern.edu
Phone: 617.373.2642
Fax: 617.373.2694

434 Curry Student Center
360 Huntington Ave,
Boston, MA 02115

RE-REGISTRATION

- **What:**
 - Student orgs must re- register their organization on Orgsync each semester to let CSI know they are active
- **Why:**
 - This allows CSI and SABO to have the most up to date contact information for the student leaders of the organization
- **How:**
 - OrgSync
- **When:**
 - Deadlines typically in August (Fall) and January (Spring)

ONLINE RESOURCES: ADVISOR RESOURCE GUIDE



Expectations Activity Worksheet:

| The advisor should... | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Attend all general meetings | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Attend all executive board meetings | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Attend all organization events | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Meet with the president regularly | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Call meetings of the executive board when necessary | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Meet with the executive board before each meeting | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exert influence with organization leaders between meetings | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Assist in the creation of meeting agendas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Assist in the creation of goals for the organization | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Be a counselor | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Be a sounding board | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Be a change agent in the organization | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Be knowledgeable of University event policies/procedures | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Speak-up during discussions/meetings when appropriate | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Remain quiet during discussions/meetings unless requested | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provide continuity between years | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Be a doer/developer/planner of new programs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Be an educator/trainer of leadership & organizational skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintain organizational records | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Mediate inter-personal conflicts of the group | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Be a financial supervisor | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Be responsible for election of organization officers | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Orient new officers to their roles/responsibilities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Recruit new members to the organization | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Evaluate leaders | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Evaluate programs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Take initiative in developing teamwork among officers | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Make decisions on behalf of the organization | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Receive copies of meeting minutes, emails, etc. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

THANK YOU!

QUESTIONS?

NUCSI@NORTHEASTERN.EDU