Advice to Future Presidents

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# Constitutional Duties of the President

 4.2.1. The President

 4.2.1.1. Shall run both the Executive Board and general body meetings. 4.2.1.2. Will promote order, smooth operation, and continuity of the Science Fiction Forum.

 4.2.1.3. Shall assist the Treasurer in drawing up the annual budget.

4.2.1.4. Shall act as sole spokesperson for the SF4M in matters involving other organizations, and all administrative functions/personnel.

 4.2.1.5. May appoint spokespersons to act on his/her behalf.

 4.2.1.6. Has signatory powers as described by USG.

HELP PAGE FOR CLUBS: <http://stonybrookusg.org/treasury-clubs-organizations-help-page/>

SBLIFE (records of all members + documents and where you apply for rooms for events and trips):
<https://stonybrook.collegiatelink.net/>

FORUM CONSTITUTION (for the love of all read this and read it again before any election nonsense or proposed constitutional changes): <https://docs.google.com/document/d/1w25FZicrEy1aBjIUpEYRscTZT2ZdnVKwf0XwLw4NlMY/edit?usp=sharing>

FORUM EMAIL (check every 3 days at least): sf4m.library@gmail.com

[USG Club Leadership Guide](http://stonybrookusg.org/media/2013/08/USG-Club-Leadership-Guide.pptx)**-** Brief handbook for USG policies and procedures. This may be updated in the new Fall Semester.

This includes:

* 1. Fall USG Deadlines
	2. Spring USG Deadlines
	3. How to update your club’s contacts with USG and get access to Campusvine
	4. Voucher Process
	5. New vendor Process
	6. Reimbursement Process
	7. Picking up Orders
	8. Picking up Checks
	9. Hotel Booking Process
	10. Rental Car Booking Process
	11. Off Campus Trip Forms
	12. Grant Process
	13. USG’s Expectations of Clubs
	14. The difference between USG and Student Activities
	15. Common reasons for losing Line Budget status
	16. Contact Information

[Financial Bylaws](http://stonybrookusg.org/legal-documents/)**-**Includes funding uses and rules. Will be updated for the new year.

# Student Activities

[Student Activities Site](http://studentaffairs.stonybrook.edu/sac/index.shtml): look over this. They have a lot of good advice and they don’t publicize it.

PS in future years, try to get us more [Student Life Awards](http://studentaffairs.stonybrook.edu/sac/programming/sla_categories.shtml).

# Our Academic Advisor

Victor Poon Victor.poon@stonybrook.edu

He helps us get materials from A/V like projectors and cameras. He’s an old forumite and also has a yearly New Year’s Party many people go to.

# Selection of Eboard Members:

NOTE TO NEW EBOARD: You must move the Election Day for the Spring Semester up to the end of March. This helps USG handle eboard transitions faster and allows the current Eboard to train the next semester’s eboard in activities and how to handle the budget. This requires changing the CONSTITUION which is a lengthy process. Please do this early in the Fall Semester. The eboard for the semester still remains.

General Election thoughts: A lot of competent people never think of themselves as options. Let them know they can do a great job so they get the confidence to run. A team works best when they have a shared vision and are capable of anticipating other’s needs. They **need** to be able to think and work on their own. There shouldn’t be a person on the team that constantly says “but I don’t know how to do that!” without making efforts to figure things out by themselves.

Activities Coordinator: Do not ever accept an AC that is a freshman or one that has a lot of stuff happening in their lives. They will be overwhelmed. If they can’t meet at least every other week with sub ACs for an event, they can’t handle being ACs.

Look into hiring more than one AC. Sub ACs aren’t cutting it. Deputy AC was put up for discussion on meeting on 4/16/2015. The system for amending the constitution is simple.

# How to Run a Meeting

Robert’s Rules of Order. Don’t forget Historian, Hat Committee and Head AC for Life.

# The Holy Budget

Your Treasurer should request the full list of allocations and other transactions from Gina in the Accounting Office every month so we can keep track of what we spend.
Put the Holy Budget Number on a big sheet of paper. Subtract from it each week. Have it in a public place.

At the start of the year, write down a plan of your major purchases—especially necessities like shelves and storage space. These should be subtracted first to make a realistic amount for events and books.

# Allocations

Done through Campusvine:

Brief info: <http://stonybrookusg.org/campusvine/>

All signatory e-board need to sign allocations. MUST BE SENT IN ON PROPER DEADLINES. USG is using a KPI system that watches what days we submit forms and allocations on. This determines our budget for the next year because it watches how responsible we are as a club.

Submit all allocations for events a full month before the event. People go on vacation. People reject applications. You don’t want to deal with that shit. Hold emergency meetings if you have to.

**Tricky Things:**

If you’re going to BJs or Costco, you must take a card from the USG office. Even if you have your own. It gets complicated for the managers there and they might make you do your 300 piece order all over and it will be awful.

## Reimbursements

Reimbursements must be approved by the USG Treasurer before you can put them through as an allocation on campusvine. Form found on USG clubs and orgs page.

**New Vendors:** Applying for new vendors that are NOT on the approved vendor list must be done a month in advance If you really want something.
New Vendor Form: <http://tinyurl.com/usgvendor>

**Tricky Things:**

Costo DOES NOT take tax exempt forms if you’re doing a reimbursement.

Bottle deposits and tax are not reimbursed.

## Asset Grants

You are allowed to apply for an asset grant every two years.

**Last applied in Fall 2014: 5 blue estey bookshelves from thelibrarystore.com**

## Recommended Allocations for the 2015-2016 Year

* Storage cube for one year
* Phone Bill (don’t forget this one)
* Computer + monitors
* Professional Photography for Halloween, Masquerade, Festivus (photos to go in event portfolio)

# Office Space

Office Space given for one year. You have to apply every March or September. <http://studentaffairs.stonybrook.edu/for/policies/res_policies.shtml>

The Space Allocation committee will review student club requests for office space every March and September. Student groups may be awarded space on a yearly basis. Applications are available at the Dean of Student's Office in SAC 222.

Once allocated a space, access to offices is coordinated at the information desks. The President of the organization must submit the list of names that are permitted access. The lists must be typewritten and include access dates. No exceptions.

Email Sheldon Coleman for the form you use for access.

The access log documents all usage of space. Only students on the typewritten access list can have access to the space. Please verify name and check Stony Brook University identification.

# Events

## Space Reservation

<http://studentaffairs.stonybrook.edu/sac/clubs_orgs/reservations.shtml>

If you’re looking to host an event on campus, requesting space can be done through your SB Life account following these steps:

Open the SB Life Webpage

Click on the drop-down menu "Campus Links" in the top navigation

Click "Event Request Form" and fill out as prompted!

Within 7-10 business days, a staff member will respond to your request by e-mail with a tentative reservation. You will be asked to meet with a Program Advisor in the Student Activities Office in order to confirm your event. In some cases, you will also be asked to meet with an additional representative from the location your event is being held in. Please remember, your event is not confirmed until you meet with a Program Advisor!

## Off Campus Trips

The roster and conduct code process required for off campus trips has gone completely digital. Below are the necessary steps to ensure that your off campus trip goes off without a hitch:

Fill out an Event Request Form on SB Life. For both location choices, choose "Not Applicable - Off Campus Trip"

Once you have a received a tentative confirmation of your request, visit the Student Activities Office (SAC 218) and meet with a Peer Program Advisor to go over an event checklist

Following that meeting, the advisor will share both the event checklist and a roster and conduct code Google form with you

Have every person attending the trip fill out this google form with their basic information including their name, ID number, and emergency contact info. Please note: Additional paperwork may be needed depending on travel arrangements

Once completed, you will receive official approval from your advisor and your trip is all set!

### Advice for getting members to go on the trip:

* Have a security deposit. Before I implemented a security deposit, people kept jumping in and out of the field trip. Make the deposit $15 or more. Make the deposit due a week before the trip and it will be forfeited 4 days before the trip if the person pulls out.
* If you are putting up an online form for people to sign up for the trip, make sure you include:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | SOLAR ID | Phone # | Stony Brook email address or most commonly used email | Time/Method to get the security deposit to us | Are you a Forumite? |

* Make sure you prioritize current students. Honestly, USG won’t care if you take alumni+other people if someone else bails on a ticket. I asked. But all efforts should first be made to take current students.

### Advice about Long Island Railroad and MTA

* **It’s much better to do a reimbursement for this than a check.**
* Metrocards carry a $1 charge for their creation
* Metrocards can only be bought from the desk for sum totals of $5.50 or $27.50. (Source: Port Jefferson Station)
* Keep an eye on railroad work and accidents along your itinerary for the day of your trip.

## Event Portfolio

Event archive in sf4m.library GDrive: <https://drive.google.com/drive/folders/0B05dggCNTPWAcXhRUkgyYXZhMDA>

All events must be accounted for in a PowerPoint or Word document that summarizes the event.

Note: Consider looking through Campusvine for past event allocations and putting them into folders for reference and to see how much things generally cost.

Our Halloween 2014 budget isn’t typical :P Please don’t do that again.

### Events we do in our Club Space

All events must be accounted for as a portfolio of the year even if they are not events that we allocate for or host in large spaces. By accounting for them in spreadsheet or better yet, a powerpoint slide about the event with pictures of the event, we present ourselves as an active and more importantly, influential organization on campus.

## Food Permit Request

Environmental Health and Safety requires a Food Permit be completed for any off-campus caterers. Off-campus caterers are not permitted to offer services on-campus with without prior approval from EH&S. Food permits must be submitted for EH&S Approval at least 10 days prior to the event.

You will likely have trouble getting these food permits filled out. Start thinking about this very early and get the info filled in by the store’s manager. Oftentimes the manager suddenly goes on vacation. Way too often.

# KPI

Some sort of devil system without any good written down rules. This may change in the new semester. Please find out. The gist is it’s supposed to measure how well the club eboard does its job done. High KPI is good, low is bad.

As of April 2015, it’s 15.3 and I don’t know what the largest # is.

Increasing KPI: You get points for going to Senate meetings and USG meetings. Make sure you write down the club you represent. (Also get us a few people in Senate next year, pretty please. This could severely help our club.)

You get points for submitting vouchers and reimbursements on time. Hosting events that are student centered or successfully friendly get KPI to increase. This is why it’s important to have a sign in sheet and focus heavily on advertising.

Decreasing KPI: Late submissions, submitting a reimbursement on Campusvine without handing in the form first. Not handing in receipts, and hosting events that are open to the public but are not “successful”. Not listening to club constitutions or USG Financial bylaws.

# Working with people

The way you view your followers impacts their emotional state and how they act.
By showing you expect more of people and maintain optimism, people work more and initiate more. People were more productive and took more initiative when they were informed of how much good and how much change they were accomplishing for the forum. When a person does something, make sure they know you saw and that you appreciate them. My only regret is I didn’t get to say thank you to more people individually for their help.

Always explain the reason for a project. Education removes people’s resistance to change and motivates them.

After any discussion, whether it’s about instructions or feedback, make sure people have heard the message and understood it🡪 “Just so I know we’re on the same page, could you tell me what you understand our next steps to be?”

Emphasize progress—especially in meaningful work. If you really want to motivate people, help them see their own progress. People are most satisfied with their jobs (and therefore more motivated) when those jobs give them the opportunity to experience achievement. Reward them with praise publicly if possible—this is not as effective as pointing out their progress however. Award workers trust and independence in future projects.

Minimize setbacks. Setbacks can lead people to feel generally apathetic and disinclined to do the work at all. Negative events are more powerful than positive ones sadly and your job is to internalize the lessons and present them in a positive manner to team members.

Make Teams! Teams provide support. It’s good to put friends together as they can anticipate their other friends’ moves and therefore work faster and more efficiently.

Isolate non-workers from workers during projects like major shelving. Their presence is demotivating to staff and breeds resentment. Some people that were working felt really resentful to the point they asked me get the non-workers out of the room and other workers also sat down and chatted instead of focusing on tasks. Remember that often people will not stand up for themselves so that’s your job.

Have a set leader in each team. They will help shape the vision of the task and direct people who are unsure. Meet with these leaders often to make sure they are still corresponding with your overarching vision—you’re the one who will get in trouble when things don’t work or people don’t do their job. And you’re the one that the rest of eboard will blame. Never assume that anyone talks with each other.

**Avoid Facebook Chat**. It’s a killer when making long complicated plans. Too many people kept saying they had no idea what was going on because they’d be offline and they when they came back they had something like 40+ messages and they were too lazy to scroll --\_\_--. Additionally it’s disruptive to your personal life since people can still contact you when you’re in class and ruin your concentration. Instead use a forum—reddit or a google document with comment thread, even a facebook thread on the eboard page. One topic and then all conversation appended to it. Preferably a google drive folder with any documents linked.

Don’t work in the Forum. You’ll hate the Forum and never associate it with fun again.
If something is messed up in the Forum, sometimes it’s better to just let it go. Let it go. Let it go. \*twitching\*

Trust people. And sometimes it’s just not worth your mental sanity to fix something another person does a bit wrong. Perfection leads to insanity.

Always let people voice their opinions and ideas. They will be stupid. Loads will also be smart. Your job as president is to figure out what will work and help people make it real.

A lot of your job is knowing when not to say anything. Say your piece or state the facts and let the people decide. Don’t let yourself be goaded. Do not goad and don’t let your eboard goad others. Shouting over others whether it’s online or in person never accomplishes anything except tension and loads of people messaging you to complain about said person.

Don’t turn into anime club.

Play Pictionary more often.

Encourage face to face interaction as much as possible. Turn the TV off, turn the fandom wars up, keep the board game nights. You’re the forum, not just a living room. Embrace our culture and share it.

# Suggested Business

* Protect the library at all costs.
* Change the name of the Science Fiction Forum. It’s killing our credibility on campus because of older forumites. Suggested by building managers. Apparently older forumites were complete barbarians.
	+ Note I don’t agree with this one but I’m leaving it as an option for you.
* Do OpenHouses and invite Faculty, Staff and senators to the space to peruse the library.
	+ Put out sophisticated snacks and drinks. (Cheese and wine, not Cheetos and grape drank.) This was previously done successfully in Harriman to increase goodwill to the club by Jennifer Adams.
* Library business
	+ GET A NEW COMPUTER
	+ Instead of pieces of paper we write down people’s info on when the computer isn’t working or on, use a predesigned notebook with the following layout

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name (First, Last) | SBUID | Phone# | Email address | Book being taken out (title; author) | Date Taken out | Put into online system? Check mark if yes |

Remember, you got elected because we believe in you and we trust you.

Good luck.