Recommendations for Successful Student Organizations

To create, maintain, and grow a successful student organization at West Virginia University there are certain ideals to keep in mind.

- Effective leadership transition. As each election cycle approaches the current officers should review the duties and responsibilities of each position with the potential candidates. After the election, it is important there be a time of transition so the incoming officers are able to succeed and don't have to reinvent the wheel each year.

- Be sure that after each election an officer update form is completed and submitted to the Student Engagement and Leadership office. There are weekly updates that the president will receive and if the information is going to the previous officer that does not allow for effective sharing of information.

- A meeting of all student organization presidents is held each month throughout the academic year. A representative from each organization is asked to attend.

- Plan ahead if you want to apply for a Student Government Association grant. Examples of uses for grant funds are: to help fund an educational trip, defray costs of printing/advertising for an event, or attending competitions or conferences.

- Touch base with your advisor in the beginning of the semester. This would be a good time to introduce them to your officers and share your plans for the coming year.

- Be sure to sign up for the student organization fairs which are held throughout the academic year.

- Sign up for a website through WVU Web. They will be happy to sit down with you to discuss designing your site to suit your needs within reason. There are several templates which student groups are asked to use but Web can help you personalize them.

- Always share good news with the Student Engagement office. We are here to support your group and help spread the word about your events, activities, and accomplishments. Email Kim.Harrison@mail.wvu.edu with any information you want to share.

- Go out of your way to recruit and retain members. Keeping members engaged is key to a successful organization. Be sure to set goals each year and involve your members in the process.

- Keep your meetings on track – be sure to have an agenda and follow it. Be sure your secretary (or equivalent) takes minutes and shares them with the membership.

- Take advantage of the public relations suggestions that can be found on the Student Engagement website. There are many ways to publicize your club and your events.

- Encourage your members to apply for one of the awards and recognitions offered by the Student Engagement and Leadership office. Information is sent out during the spring semester so be sure to share with your membership.