

## Organization Checklist: How does yours measure up?

How healthy is your organization? Use the checklist below to determine if your organization meets the bare minimum, is growing stronger, or makes the grade!

### The Bare Minimum

- ☐ Faculty/Staff Advisor: You must have an advisor who is a full-time faculty or staff member at SMU.
- ☐ 12 members: This is the minimum to be considered in good standing.
- ☐ Updated Constitution and By-laws: Use them! And submit new copies each year when you register your organization with Orgs@SMU.
- ☐ Attendance at the MOM: Four officers must attend every year, and your advisor must have attended a MOM in fall 2013 or later.
- ☐ Meetings: You should have a regular schedule of meetings to conduct business.
- ☐ Officer transition process: Train your new folks!

### Next Steps

- ☐ Website or Facebook page
- ☐ Organization logo
- ☐ Marketing items (brochures, buttons, pens, handbills)
- ☐ Participation in A Night at the Club/Join the Club organization fairs
- ☐ Agendas and minutes for each meeting
- ☐ Utilize free advertising opportunities on campus: Campus Central, banners in Hughes-Trigg, Friday Update
- ☐ Set goals each year or semester

### Above and Beyond

- ☐ Professional items (letterhead, nametags, officer shirts)
- ☐ Have a planning or teambuilding retreat
- ☐ New member orientation process
- ☐ Assess your programs with satisfaction surveys
- ☐ Keep organizational archives
- ☐ Plan an awards banquet or other recognition program