

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