

# REMOTE LEADERSHIP FOR STUDENT ORGS

The Margo F. Souza Student Leadership Center at UC Merced is committed to the continued success of all the dedicated student organization leaders who are working to ensure their organizations finish this academic year strong despite the many complex challenges they face during this time. We offer this guide as a resource for remote leadership.

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## REMOTE TEAMWORK & COLLABORATION

- **Plan a Virtual Vision & Goal-setting Party** with your E-Board to reset. Much of your vision and many of your goals may have relied on in-person interactions. Your environment has changed so your plans must adapt to the new environment. Without a new plan that adapts to these changes, your org could be at risk of fading. You can easily avoid this with a new plan : ). A shared vision makes a strong vision. Be sure you are setting the new vision together.
- **Plan Intentional Team-Building:** Virtual Potlucks, Virtual Lunch Breaks, 1:1 check-ins for team-building. You can rotate pairs. Use video for conversations to maintain human connection.
- **The size of the group does matter.** If you have a large general body, work with your e-board to have each E-Board member take a sub-group of your general body to meet with virtually. You can always rotate. Some general body meetings can be with the entire group all together (informational meetings). Some general body meetings could be with subgroups only (like team-building meetings/gatherings).
- **Start a group chat if you don't have one already** (Instagram group chat or GroupMe). Encourage team members to engage. Present fun questions and ask everyone to answer. Example Question: Name one thing on your bucket list
- **Make a Communication Plan.** Decide how you want to communicate. Is email the primary source? Is text/calling okay? Decide as a group. You'll likely have individuals with different preferences. Be sure to consider those, and check in with each person individually.
- **Stay on Task:** Create a shared folder where you can consistently put updates so you don't always have to email everyone every time you have an update. Once you've set your vision, your goals, and your meeting times. Stick to it until the end of the year.

## TECHNICAL TIPS FOR VIRTUAL MEETINGS



### Ask everyone to use video, if possible.

- Let members know ahead of time, so they can make sure they can get themselves looking put-together, if they'd like.
- Video allows for better engagement and includes the human element of eye-contact and facial impressions for better communication & community-building.
- Be sure to ask members to reach out to you individually if they have any concerns about using video (potentially low bandwidth at home)
- **Virtual Background:** On Zoom, members can insert a virtual background, or can even upload a picture, if they don't want to share with you what they have going on in their home.

### Stay Safe online and guard against "ZoomBombers"

- ZoomBombers are individuals (usually complete strangers to the organization) who crash Zoom spaces to intentional disrupt meetings.
- **Assign a Virtual Check-in Person:** Have a member assigned to check who's entering the group.
- **Waiting Room:** On Zoom, you can create a Waiting room that allows the host to allow entrance to each participant as they attempt to enter. The waiting room feature is in the "Advanced Options" when you are scheduling your Zoom meeting.
- **Never post your Zoom link in public spaces.** You can always create an RSVP form, and then send the link via email. Or simply send the link directly via email to your member listserv (if you have one).



## REMOTE LEADERSHIP

### STAY CONNECTED & EXCITED & POSITIVE (ROLE MODEL)

#### CONSISTENCY IS CRUCIAL

- In these times of uncertainty and lack of routine, members will appreciate some sort of consistency.
- As the leader of the organization, make it your personal mission (since it is your responsibility) to make sure your organization sticks to the plan until the end of the semester.

#### EMPOWER: DISTRIBUTE DON'T DELEGATE

- **Delegate** = telling people what to do
- **Distribute** = empower them to make their own decisions (take ownership). Create subcommittees that E-board members can lead; gen members can contribute.
  - **Example:**
    - Instead of telling an E-Board member, "Can you create the flyer for our third social in April?" - Empower them to lead the planning of the 3rd social in April & recruit general members to be on their planning committee.

#### STAY CONNECTED & CHECK IN ON YOUR TEAM

- **Schedule periodic Virtual 1:1s** with each member of your team.
- **This increases a member's feeling of connection** to a student organization.
- For example, the president of any organization should setup time with each E-Board member. For smaller student groups, you can split up the E-Board to have 1:1s with each member at least once this semester to see how they're doing individually.
  - **Questions you can ask during 1:1s:**
    - How are you doing in general?
    - How are you feeling about how things in the organization are going?
    - How do you feel about your work with the organization?
    - How can we support you?
    - What do you hope to see from the organization before the end of the year?
  - **Resources to which you can refer members:**
    - [Counseling & Psychological Services at UC Merced](#) is available for remote services if needed.
    - [TAO \(Therapy Assistance Online\)](#) - There are also online videos that have recently been created specifically for dealing with the mental challenges many of us are facing as a result of these difficult times.

#### EVERYONE APPRECIATES A ROLE (INCLUDING GENERAL MEMBERS):

- **If you want to increase member engagement & retention, give as many members as possible a role, no matter how small.**
  - **Large Roles:** Chairing a committee or leading member appreciation, or other projects
  - **Less Commitment:** Taking attendance at meetings, serving on the spirit team, or marketing team

## RECRUITING & TRANSITIONING YOUR E-BOARD

### RECRUITING A NEW E-BOARD

Setup a separate Zoom meeting with your E-Board dedicated solely to planning the recruitment & transition of your new E-Board.

- Create a timeline. The timeline should include the following:
  - **Recruitment Process** - What are your strategies and when will they take place?
  - **Election** - When will elections take place? How will you facilitate elections?
  - **Training & Orientation** - when/how will you train & orient the new members?
  - **Support:** What does support look like after training & orientation? Are their current E-Board members who are willing to guide to help the E-Board

### RECRUITMENT

- **Engage general members now:** If you build a strong community of general members from the very beginning, this will make recruitment easier. If you don't already have a strong community, that's okay. Plan a few simple socials to engage members now.
- **Regardless, stay positive and encourage your E-Board** to promote the E-Board positions and reach out to general members individually who they feel would be great.
- **Speak individually to general members to encourage them to apply.** Some general members may not apply - not because they don't want to - but because the process could be intimidating, or they may not feel confident enough to apply. Give them all the encouragement you can.
- **Promotion: Use your social media.**
  - Online presence is more important than ever now that life is remote.
  - Consider having each E-Board member make a short video on their phone (less than a minute) to post on your social media expressing why they enjoyed their E-Board position and give more details about what the role is all about, so general members are more clear on the responsibilities as well as the rewards of the position.
  - Even incoming first-years will go to our social media to check you out. You don't want a stale social media presence. An inactive social media presence sends the wrong message that you are not an active organization.

### REMOTE ELECTIONS

- **Decide when Elections will take place and the process** you will use for collecting votes and counting votes. How will you break a tie?
- **Usually your charter/constitution will have all these procedures** established already. Review your charter/constitution beforehand. Decide when you will announce the winners. Determine how you will transition this to a remote process.
- **First Meeting of New E-Board Members:** Set a date for the first new E-Board meeting, and ask everyone running to hold the date in case they are elected.

## PREPARING & SUPPORTING YOUR NEW E-BOARD

### STUDENT ORG LEADERS SHOULD ASK THEMSELVES

- How will we **train** these next E-Board to lead the group?
- How will we **orient** them to group traditions/procedures/culture?
- How will you **support** them in the transition and during their time in the role? Help them plan an E-Board retreat & first few Fall events (including recruitment of new members).
- All of this can be done remotely.

### TRAIN YOUR E-BOARD

- Provide leadership training. How does one successfully lead a group?
- What are some things the past E-Board members have learned?
- How do you empower, encourage, and promote teamwork and pride of the group?
  - [Leadership Intensive](#): The Souza Leadership Center's new 6-week leadership program is specifically for student org leaders beginning Fall 2020. You may want to consider encouraging a few members of the new E-Board to register for the program.

### ORIENT YOUR E-BOARD

- How will you familiarize your new E-Board with your organization's procedures, traditions, and culture?
- What are the main events & initiatives of your organization? Go over how you usually plan these efforts.
- What are the external requirements/expectations of your organization? For example, are there any required trainings your org must attend to continue to remain an registered organization? Are there any academic departments that serve as partners?
- Formally introduce the E-Board to your student organization advisor(s), if they haven't already met them.

### SUPPORT THE NEW E-BOARD

- Even if the current E-Board is moving on from their responsibilities, it is important to provide a support system for the new E-Board in order to ensure their success.
- You can support by helping them plan their first few events ahead of time. You may want to think of a back-up plan in case you need to plan for Remote Engagement in Fall 2020.
- Check-in with the organization once or twice a semester in Fall 2020 just to see how they're doing, and if they need guidance on any of their initiatives. Be sure to not to actually do any of the work for them, but simply offer answers to any questions they have.

### WISH THEM LUCK AND LET THEM LEAD

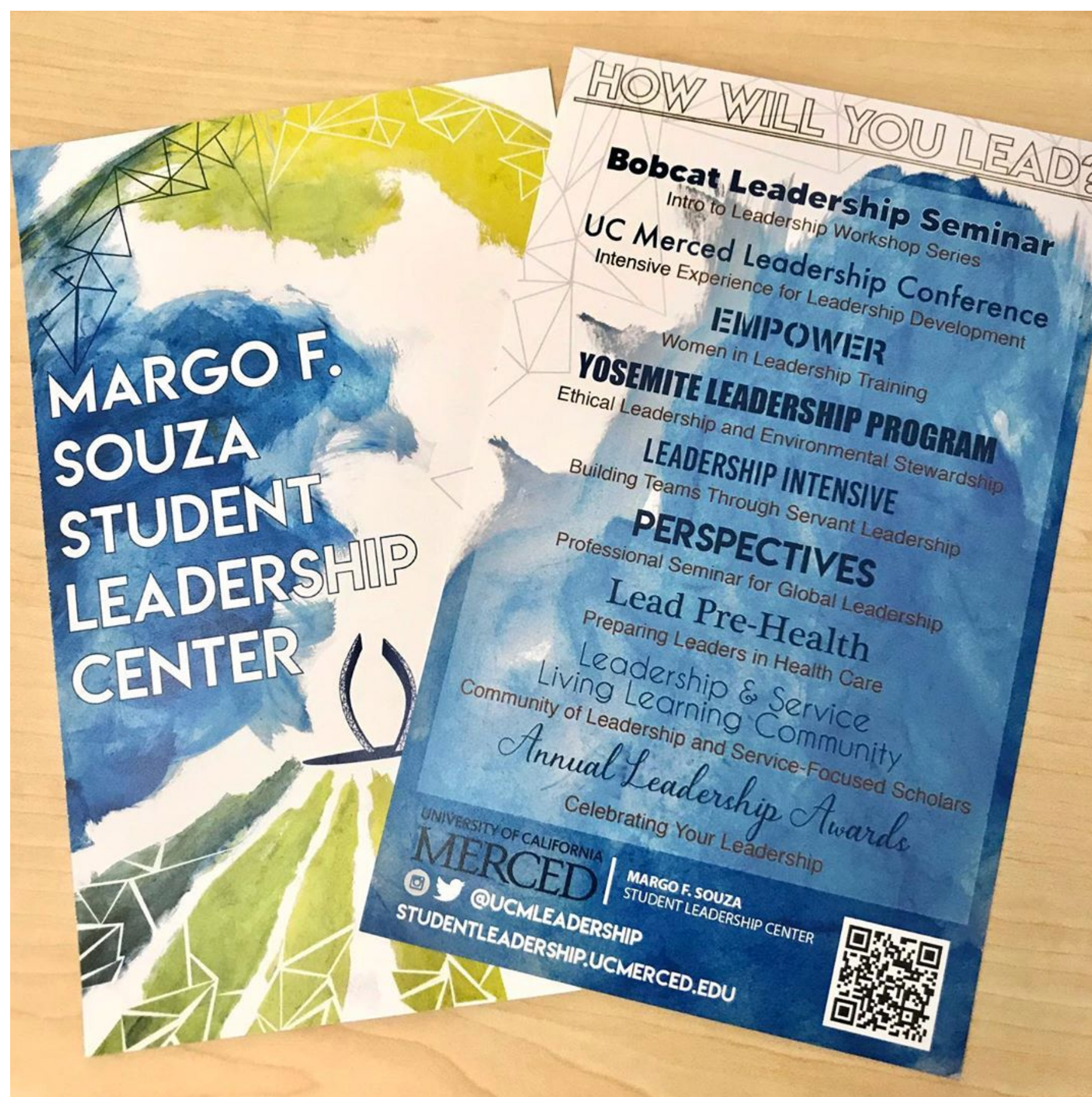
- Empower the new E-Board members by letting them know with a new E-Board and a new year, this is their opportunity to make decisions and do what's best for the organization's current needs. They don't need to everything exactly as the last E-Board. This is a great leadership opportunity that they should embrace!

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STUDENT LEADERSHIP CENTER

REMOTE LEADERSHIP FOR STUDENT ORGS

# THANK YOU FOR CHECKING OUT OUR REMOTE LEADERSHIP GUIDE!

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THE MARGO F. SOUZA STUDENT LEADERSHIP CENTER  
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## THE SOUZA LEADERSHIP CENTER TEAM

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