

>>THIS WEEK'S TOPIC:

How To Be An Effective Board Member <<

Seven Tips for Circle K Officers

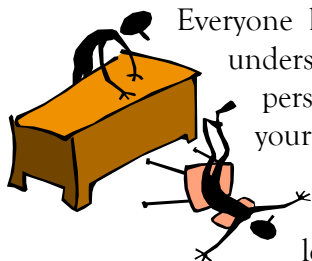
For a successful year, the biggest thing to remember, while having fun and an enjoyable once in a lifetime experience, is to have a good line of communication between all executive officers and members. If there is no communication, there is no way to correct mistakes or get assistance when needed. A good open line of communication will make your year very successful and enjoyable, whereas the lack of it will make your time as an executive officer harder than necessary. The following are other things to keep in mind when working towards having a great and productive CKI year:

1) Plan early

One of the biggest problems that can lead to an unsuccessful year is not planning early enough. Take time at the beginning of the year to develop an event-planning guide as well as a calendar of events, deadlines, and other important dates. Be sure to include enough time just in case a particular event on your calendar requires approval from campus officials etc, or if a project or event may require the club to conduct fundraisers in order to come to fruition. This will save you some major headaches and will prevent the need to rush right before the event.



2) Ask for help

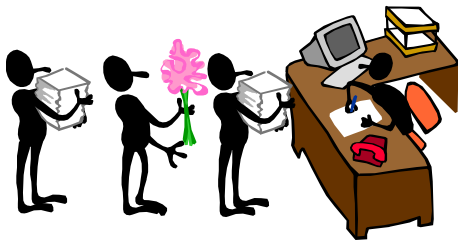


Everyone has experienced a period during the semester when he/she is overwhelmed. This is understandable. If it gets to the point, where you feel inundated by school related assignments, personal matters, and other extracurricular obligations, **ASK FOR HELP!** Do not neglect your duties as an officer or try to overload yourself. This will cause undue stress, which will result in you being less productive and may even affect you academically. If you realize that this is about to happen, ask for help before it is too late. Talk to your colleagues - let them know ahead of time if you are unable to complete an assignment. The more you trust and rely on each other the better your time together running the club will be.

3) Learn to have fun

At the end of a term as a Circle K officer, most people will not remember the time spent planning or slaving over a particular program. What he/she will remember are the good times spent bonding with each other and having fun. Have fun at board meetings, club meetings, and Circle K events, and you will appreciate it a lot more later on. If you enjoy your duties while performing them, time will go by a lot faster and you will have gained that much more from your experiences in the club and as an officer. Learn to smile, laugh, and take each day for what it's worth. In the end, it will help decrease a lot of stress.





4) Show your appreciation

When someone does something exceptionally well or goes beyond the call of duty to help in a situation, show your appreciation. A simple thank you, a card, or a small gift as a token of appreciation goes a long way in making people feel special and welcomed. Circle K members do all that they do out of the kindness of their hearts. They are not being paid to do so; therefore, it

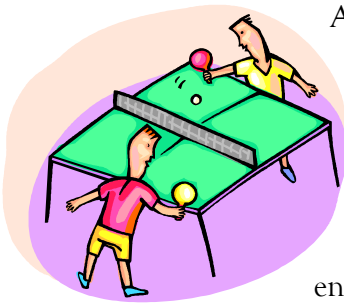
makes a big difference when someone shows that they are appreciative. It motivates people to want to do more and shows them that people do recognize all that they are doing for the club.

5) Be open and honest

Undoubtedly, situations will arise over the course of the next year where board members will have differing opinions on certain matters. When this occurs, be open with your board about it. Do not hide your feelings if you do not like a particular thing or a particular service project. Be vocal about what is going on and express your feelings in a calm manner. By communicating this to your fellow board members, it could really help your club. Have an open mind and be willing to come to a compromise. This can also increase morale on the board and make it more like a family.



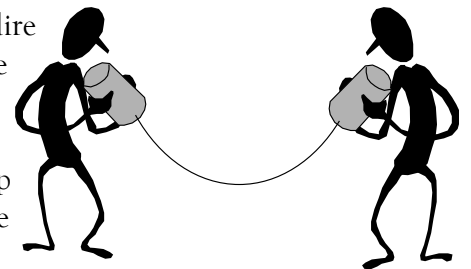
6) Hang out outside of CKI events



At times, we are overindulged in Circle K related business that we forget to realize there is more to college to experience. Although Circle K is a terrific experience, remember to take time to enjoy life outside of it. Take a break and hang out with the board or the members outside of a Circle K setting; go catch a movie, go bowling, or just play card games, etc. A plethora of activities is available on any college campus that can take your mind off Circle K matters. This will help you to stay sane, bring you closer as a group of friends, and provides the opportunity to enjoy other aspects of college life.

7) COMMUNICATE, COMMUNICATE, AND COMMUNICATE!

Lack of effective communication within a club can lead to dire consequences. To make sure you achieve your goals for the next year, be sure to have an open line of communication with each board member. Doing this will prevent things from falling apart and ensures that everyone is on the same page. Sharing documents is a good way to keep everyone in the loop. Use document-sharing websites such as Google Docs, Dropbox, Box.net, or even Windows Live to share documents too large to send via email. Some universities allot space on its servers for student organizations to share files. Be sure to take advantage of this if it is offered. Also, feel free to use social media sites such as Facebook, Chatzy, Skype, or other chat services available to maintain contact with your fellow officers. Good communication can make a huge difference in the outcome of your year.



Have any suggestions for the next MD&E Weekly? Email any suggestions to Membership Development & Education Chair, Shannon Zeiders, at zeidersse@appstate.edu!