**Leading BITS**

### Topics

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

### Leading BITS

**Tips on Leadership Development For GROUPS**

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**Quick Tips**

**Minutes contain:**

- Time, date, and location of meeting
- Type of meeting (executive, standing committee, general membership)
- Members present/absent
- Time of call to order and by whom
- Approval/amendments to previous minutes
- Officer/committee reports
- Business completed
- Unfinished business
- Issues that require follow-up and members assigned to that follow-up
- Decisions made (exact wording of proposals, resolutions, and motions; also, seconding, vote counts, and summary of discussions)
- Announcements
- Time of adjournment
- Next meeting time, date and location
- Name of secretary/recorder

**IT IS IMPERATIVE THAT SOMEONE ATTEND ALL MEETINGS TO RECORD THESE DETAILS!**

Once minutes have been typed into the preferred format, they can be submitted to the president or chair for review. Minutes should be distributed to members within three days of the meeting. Members should review minutes and offer any corrections, additions, or deletions at the next meeting.

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**Leading BITS** is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the O|SA in MSC-1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

Published July 2002

LeTourneau University
Meeting Date: ______________________ Location: ____________________ Call to Order: ________ am/pm

Meeting type: ? Regular  ? Executive  ? Committee: _________________  ? Special (called by ______________ )

Roll Call: Members Present  Members Absent

Minutes of Previous Meeting: ? Approved   ? Not approved   ? Amendments (make corrections on official copy)

Treasurer’s Report: Balance: $__________ as of _______________

Unfinished Business: (discussion of items previously brought up but tabled or not completed)

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<th>DECISION or ACTION</th>
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Committee/ Officer Reports:

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New Business:

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Announcements:

Assignments:

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Meeting adjourned by ______________________________ at __________ am/pm

Next meeting is on ________________________________ at __________ am/pm in _______________________

Submitted by: ________________________________  Meeting Leader: ________________________________