

WHAT EVERY UCA PRESIDENT SHOULD KNOW

BY JORDAN BURROUGHS 2012

AUGUST

SPARTICIPATION You should receive an email about signing up for the annual student organization fair (or Sparticipation) during the summer before the school year begins. Typically the emails will be sent to the former president until you re-register as an RSO (we'll talk about that later), in which case the emails will just be forwarded to you. Sparticipation is not always the most rewarding event to recruit members, but it is a good time and it makes for great pictures to display on bulletin boards and web pages to promote the organization.

CAS WELCOME You will also receive an email to participate in the College of Communication Arts and Sciences Student Organization Fair. This event is usually the same day as Sparticipation so that makes it convenient. Also, Steve, the advisor, like to have UCA help with his address to the freshmen, so you should definitely be there.

SEPTEMBER

RSO REGISTRATION This is the time when you will need to re-register UCA as a Registered Student Organization within the university. You can do this by going to studentlife.msu.edu and following the links until you reach information about re-registering. You will need to include information about at least 4 executive board members so make sure you have their PIDs, campus addresses, phone numbers, emails, and positions within the organization. Once you fill out the online form, you will need to print it out for you and Steve to sign, and then turn it in to the Student Services building, room 101.

COMMUNICATION DEPARTMENT STAFF MEETINGS Every month, faculty and staff members of the communication department meet to discuss the happenings within the department. People in attendance will include professors, a COM advisor (usually Jennifer New), a representative from the communication student organizations at the graduate and undergraduate level. One or two UCA members will be expected to attend every meeting and give an update on the organization. The update can be short and sweet, cover topics like upcoming meetings, member counts, and possibly thanking professors for announcing UCA meetings in their classes.

You may be expected to provide opinions about topics if members of the meeting ask you. Remember that you are a representative of the entire undergraduate student body.

OCTOBER

PRESIDENT'S MEETING You will also be invited to attend a CAS President's Meeting where you will meet the other leaders of organizations in the College of Communication Arts and Sciences. Janet Lillie is in charge of this event, so look out for her emails. You'll be allowed to send 2 members from your organization but I strongly recommend that you attend if your schedule allows. It is a good idea to meet other leaders to share ideas and get advice. Also, they usually order Pizza House pizza. On that note, anything that CAS puts on usually has excellent food. Attend everything. They really take care of us.

NOVEMBER

PLANNING This is the time to be planning for next semester. Do not wait until December to get thing rolling because your executive board will be preparing for their fast-approaching finals. I would even recommend having any sort of holiday party at the end of this month. Anything you do in the month of December runs the risk of poor attendance due to other commitments and priorities related to the end of the semester.

JANUARY

PRESIDENT'S MEETING There will be another CAS President's Meeting in late January or early February to discuss events for the Spring semester. It will be similar to the Fall President's meeting.

FACULTY INTERVIEWS Every once in a while the communication department will search for new people to bring on as faculty members. During this time, you will have the unique opportunity to interview perspective candidates and more than likely take them on a campus tour. This opportunity is an honor that should be respected. Make sure to come up with good questions pertaining to undergraduate issues but also make sure you stress how much you like MSU, the college, and the department, and how they would like it too. Take these interviews very seriously; be nice and respectful. Be sure to show your Spartan pride.

FEBRUARY

SPRING ITCH This is the time where you and the rest of the executive board members will be ready for a break. This is a time when senioritis kicks in and people start to check out of the organization. Keep this in mind during this month so you can keep the momentum and morale high within the executive board so the semester ends with a bang instead of a disappointing fizzle.

MARCH

COMMENCEMENT SPEAKER Every five years, the commencement speaker will be a communication major. When it is the communication department's turn to find a speaker, Steve will usually ask UCA to help him hold auditions and make a decision on the speaker. Take him up on this offer as it is an interesting thing to be involved in and you should always do what you can to help out Steve. Be sure to take good notes while you are listening to speakers because he will ask for your opinion and he'll want to hear something worthwhile.

APRIL

CAS NIGHT AT THE LUGNUTS The Lansing baseball team, The Lugnuts, pairs up with CAS every year and offers student organizations discounted tickets to a game. At this game, the dean will throw the first pitch and the student organization presidents get to go on the field and wave before the game starts. This is a great social event for members of all CAS organizations so be sure to promote and attend the event. Take advantage of the opportunities CAS gives you so they will keep doing great things for CAS organizations.

LEAVE YOUR MARK EVENT Each Spring, CAS has an event for the organizations' executive boards to sign the wall in the basement of CAS. The event has pizza and you can network one last time with the other executive boards in CAS. It is a cool event and it is exciting to literally leave your mark on the college. Every executive board member in UCA should attend this. It is a quick event but it means a lot.

EXECUITVE BOARD APPLICATIONS This is the time to start evaluating positions for next year and collecting applications to bring new people on board for next year. Once you decide who the new president will be, let them take the ropes. As a senior, you'll be busy with other things and it is no longer your responsibility to manage who gets accepted onto the board. Even though it should not be your job to organize a member search, you'll need to remind the remaining board members about this duty and give them advice, as you did this yourself the year before.

MAY

PASS THE TORCH You're done! Can you believe how fast this year went? Unfortunately, now is the time to hand over your duties and responsibilities to the new president. Announce your successor at the last faculty meeting and be sure to make sure to transfer all CAS and RSO email list-serves to their email address. Congratulations on what I'm sure was a challenging and rewarding year as the UCA president.