

NWOSU SOEA
Officers' Handbook

SAMPLE GUIDE FOR PLANNING A BUSINESS MEETING AGENDA

Name of Organization

Date

Location/Time

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. Adoption of Agenda
- IV. Reports of Officers
- V. Reports of Committees
- VI. Old Business
- VII. New Business
- VIII. Announcements
- IX. Adjournment

BUSINESS MEETING
A script for President

OPEN MEETING

The meeting is now called to order. _____ will call the roll.

MINUTES

_____ will read the minutes of the last meeting.

Or

The minutes of the previous meeting were mailed to you.

Are there any corrections or additions?

The minutes stand approved (as read, as printed, as corrected).

REPORTS

The next agenda item is reports (of committees/of officers).

a.

b.

c.

Are there any questions?

BUSINESS

The next agenda item is unfinished business. We need to deal with:

a.

b.

c.

New business is now in order. The first topic we need to deal with is:

a.

b.

c.

MOTIONS

It has been moved that _____.

Is there a second? Is there a discussion?

It has been moved and seconded that _____. All those in favor, say Aye.....Those opposed, say No...

ADJOURNMENT-NO MOTION NEEDED

If there are no objections, the meeting is adjourned.

MONTH-BY-MONTH IDEAS

September

1. Have a meeting of local leaders early in the year to organize and plan for the year.
2. Plan for membership drive.
3. Arrange for local leaders to speak in classes for five to ten minutes to sell the organization and membership. Follow up with a thank-you note to the professor.
4. Plan a fall leadership workshop for your members.
5. Invite your state coordinator to attend a local meeting.
6. Obtain a state SOEA calendar and plan to attend state activities.

October-November

1. Give an apple to each faculty member from the local SOEA during American Education Week. AEW is in November.
2. Have a student local display or float for Homecoming
3. Plan a special display in a central location for American Education Week.
4. Host a Halloween party at a retirement home.
5. Have a canned food drive for local food bank.

December-January

1. Plan something special for the faculty and student members. Have a low-cost gift exchange.
2. Plan a program on the beginning teacher and laws that cover you and your legal rights.
3. Plan for second membership drive.
4. Help with the local Toys for Tots.

February-March

1. Make plans to attend SOEA Spring Convention and help gather donations for the Outreach to Teach project.
2. Have a workshop on First Year Teachers or Job Interviewing and Resume Tips.
3. Send Valentines to faculty members or have a Valentine party.

April-May

1. Volunteer your members to serve as tour guides for high school students visiting your campus.
2. Plan a Parent/Teacher conference workshop.
3. Invite a first year teacher to attend a meeting and share his or her experiences.
4. Let your local advisors know that their interest and encouragement is appreciated.
5. Sponsor an appreciation dinner for student teachers and their supervising teachers.
6. Elections for the new year should be completed before school ends.
7. Student members are encouraged to attend the SOEA summer leadership conference.
8. Any member can attend the NEA student leadership conference in June. Contact your state student program coordinator for information.

SOEA PRESIDENT DUTIES

1. Furnish leadership for the chapter by being informed, interested, considerate, and dedicated to SOEA.
2. Maintain constant contact with the other officers and the sponsor/advisor.
3. Make arrangements for holding meetings.
4. Make sure publicity is out and members have been notified of meetings.
5. Conduct all meetings.
6. Attend conventions, meetings, and workshops to develop additional leadership qualities.
7. Instruct and guide committees.
8. Know the constitution and bylaws of the local, state and national association.
9. Involve the membership. Remember, it is their association.
10. Provide motivation for the entire organization.
11. Be knowledgeable about parliamentary procedure in order to preside with skill, poise and confidence. Start and stop meetings on time.
12. Appoint standing and special committees and serve as an ex-officio member of all committees.
13. Schedule and preside at regular meetings of the executive committee.
14. See that your chapter is well represented at the spring and fall conferences.
15. Spend time planning the year and setting goals for it. Keep all members of the executive committee apprised of plans.

SOEA FIRST VICE-PRESIDENT DUTIES

1. Assist the president with administrative duties.
2. Provide the necessary information to the publicity officer so that he/she may adequately advertise and publicize the meetings.
3. Keep an up-to-date list of committees.
4. Work closely with the publicity person to create and produce a SOEA newsletter up to six times per year.
5. Pick up ideas from the members and pass them on to the president.
6. Conduct meetings in the absence of the president.
7. Keep up with issues that could potentially affect members. Post issues on the officer's bulletin board and the membership bulletin board.
8. Chair a fall and spring membership drive.
9. Attend all state and local meetings and report back to the membership.

SOEA VICE-PRESIDENT OF MEMBERSHIP DUTIES

1. Recruit members from the teacher education students

IDEAS ON HOW TO INCREASE MEMBERSHIP

1. Membership growth does not just happen. Members themselves must work to increase the numbers in their organization.
2. If you, the individual, believe in SOEA, you should want your friends and colleagues to have the same opportunities that you have to improve yourself and our profession. And the more members a local association has, the more impact it can have in improving your skills and your chances for success as a teacher.
3. Regularly discuss membership drive plans with your chapter officers and advisor.
4. Continue your campaign through the second semester.
5. Attend Freshman Orientation sessions.
6. Send a letter to each education major from the president and advisor and the local chapter welcoming them to the campus and inviting them to join your local association.
7. Signs-signs-signs—everywhere!
8. Use student newspapers.
9. Publicize your association by using bulletin board displays and flyers.
10. Sponsor a workshop on an education issue and invite all education students.
11. Invite all education students to your state conventions and sell memberships to those who wish to attend.
12. Invite a state or national officer, or staff member, to visit your campus for one or two days, and arrange for him or her to speak to all education classes.
13. Have membership giveaways – contact local businesses for discount coupons, pencils, keychains, etc. from local banks, insurance agencies and other businesses and give them to new members as they join.

SOEA SECRETARY DUTIES

1. Keep notes during each meeting and type minutes very soon after. Post minutes on the officers' bulletin board.
2. Maintain an officers' bulletin board updated frequently with current information.
3. Keep an updated list of all members.
4. Keep an accurate record of attendance at meetings and workshops.
5. Maintain a file of all correspondence and be responsible for maintaining chapter files.
6. Assist the publicity officer to maintain a membership bulletin board. Change it frequently for eye-catching appeal.
7. Notify officers and members of meetings.

SOEA TREASURER DUTIES

1. Make purchases for the club. If others make purchases you should get the receipt from them immediately.
2. Turn in receipts at the business office and inform members when their reimbursement checks are ready.
3. Make all deposits into the SOEA fund.

SOEA PUBLICIST DUTIES

1. Inform school newspapers of meetings, workshops, fundraisers, and any newsworthy events.
2. Work with the secretary on maintaining a frequently updated, eye-catching membership bulletin board.
3. Work with the vice-president on publishing a SOEA newsletter up to six times per year.
4. Select a poster committee to make and put up posters announcing meetings/workshops/fundraisers at least a week in advance.
5. According to our constitution, “all correspondence and publicity releases must be approved by a sponsor or the president.”
6. Involve other members and staff to publish and produce the SOEA newsletter.

SOEA HISTORIAN DUTIES

1. Photograph all meetings, workshops and fundraisers.
2. Maintain a chapter scrapbook that includes the minutes, all articles published in the school newspaper and other sources that deal with SOEA or its members, and photographs from meetings and activities.
3. Have the chapter scrapbook ready for display at the Spring Conference.