

One Minute Skill Building Series

Center for Student Involvement Resource Center

Guidelines for Retaining Membership

1. Help members meet their needs—get to know the personally.
2. Show an interest in the “total person”—not just what occurs at a meeting.
3. Try to do things together socially. Attend a film, concert, or other social event together, then go out together after the event or meeting.
4. During the meeting, have the committee divide into smaller groups to discuss ideas and problems. This will give various members more of an opportunity to interact.
5. Let different members run various areas of the meeting.
6. Delegate all tasks so that each member has a reason to come to the meeting and stay on committees.
7. Encourage shy members to participate and speak up.
8. Have entire committee decide democratically on programs.
9. Provide the information a member needs to work on a given task.
10. Take time to know your committee.
11. Give your responsibilities your own personal touch.
12. Be organized (goals, objectives, job descriptions, etc.).
13. Know problem-solving techniques.
14. Remember to express appreciation to your members.
15. Be willing to get your hands dirty—work along side your committee members. Don't get in the habit of delegating responsibility without assuming any yourself.

Adapted from Suffolk County Community College

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Some Needs of People in Groups (for leaders and officers to keep in mind)

If you want my loyalty, interest, and best efforts as a group member, you must take into account the fact that...

- ☞ I need a SENSE OF BELONGING
 - A feeling that no one objects to my presence.
 - A feeling that I am sincerely welcome.
 - A feeling that I am honestly needed for myself, not just for my hands, my money, or to make the group larger.
- ☞ I need to have a SHARE IN PLANNING THE GROUP GOALS. (My need will be satisfied only when I feel that my ideas have had a fair hearing).
- ☞ I need to feel that the GOALS ARE WITHIN REACH and that they make sense to me.
- ☞ I need to feel that what I'm doing contributes something important to HUMAN WELFARE—that its value extends beyond the group itself.
- ☞ I need to share in MAKING THE RULES OF THE GROUP—the rules by which together we shall live and work toward our goals.
- ☞ I need to know in some clear detail just WHAT IS EXPECTED of me so that I can work confidently.
- ☞ I need to have RESPONSIBILITIES THAT CHALLENGE, that are within my range of abilities, and that contribute toward reaching our goals.
- ☞ I need to see that PROGRESS is being made toward the goal WE have set and that I am making progress toward my other personal goals.
- ☞ I need to have CONFIDENCE IN OUR LEADERS AND OFFICERS—confidence based upon assurance of consistent fair treatment, or recognition when it is due, and of appreciation for steady, consistent, contributing membership.

In brief—the situations in which I may find myself as a member must MAKE SENSE to me regardless of how much sense it makes to the leader.

Adapted from Suffolk County Community College