

Choosing a Leadership Position

During the course of the academic year, student leaders delegate responsibilities to members of the organization. Students who perform the best in all aspects of leadership should be encouraged to run for an elected position. Choosing a leadership position should not be done hastily. Student leaders can help their members decide by advising them to follow the steps outlined below:

1. Encourage a student considering a leadership position to learn as much as possible about the position from as many sources as possible.
 - What is the nature of the position and what are the time commitments?
 - How does the position relate to the organization as a whole?
 - Is the position elected or appointed?
 - Does the position have a membership requirement?
 - How long is the term of office?
 - Does the position include budget responsibilities?
 - Are there any workshops, trainings, meetings, or other commitments for new leaders?
2. Encourage the student to evaluate his or her personal qualities, interests, and skills for the position. The student should decide whether he or she:
 - is a good candidate for the position
 - has or intends to develop the necessary skills for the position
 - is confident in his or her ability and will be able to transmit this confidence to others
 - is interested sincerely in the growth of the organization rather than self-centered motives
 - has the time to devote to a leadership position
3. Allow the prospective student leader to read the organization's constitution, including the position description, and to review its files. The more information a student gathers about a particular position, the better able he or she will be to make a mature decision.

Running Your Club Election

Read your constitution/charter to clarify election procedures.

Elections should be held by the beginning of May, and existing leaders should pass along any relevant information throughout the transition.

Make sure your election meeting is posted in Club Macaulay, Macaulay Monday, and that your community of constituents are informed.

The current executive board should establish an impartial chairperson/committee to oversee the elections process. The election committee can be composed of current officers who are not running for re-election. The election committee should also determine guidelines for the election meeting and absentee voting, in the absence of guidelines not already listed in the club's charter/constitution.

There should be a nomination period so that all members have an opportunity to nominate themselves. It is helpful if job descriptions are published or the constitution made available to the community to help good candidates decide if they are interested in running. You may also want to host an information session or have current officers available to discuss their responsibilities and time commitments.

Ensure the election meeting is well publicized by mailing the active members and posting flyers. This is also an opportunity to gain new members, and advertise your club!

At the Election Meeting

The election committee should be at the door and use the club's membership list to verify that only active members receive voting ballots. In the absence of membership qualifications in the club charter, any Macaulay student who has attended one of the club meetings this academic year should be allowed to vote. This will be at the discretion of the club's election chair/committee.

If nominations were made prior to the election meeting, the candidate's names should be preprinted on ballots with the candidates names under each position, with space for write-ins. If candidate nominations are taking place at the election meeting, there should be preprinted ballots with blank spaces with the names of positions and a line to write in the name of the person being voted for.

Candidates should give a short 3-5 minute speech about their qualifications and interest in the club and position.

After the voting, the election committee counts the votes.

Notify all members of the club, and submit the total votes for each candidate to Student Development, within 24 hours.