

Success in Young Organizations Worksheet

January 2018

As a young campus organization, figuring out how to get started and maintain momentum can be a challenge. This worksheet is structured to help your organization leadership clarify purpose, identify key policies and processes relevant to your organization, and set you up for success for years to come.

Four Quintessential Questions for Organizational Success

1. Who are we?
2. What do we do?
3. How do we intersect with campus?
4. How do we keep this going?

1. Who Are We?

What is the mission/vision of this organization? What are we hoping to accomplish?

What is our brand? How are we unique from other organizations?

What qualities do we look for in our leaders? Our members? What expectations do we hold to be a part of this organization?

Leaders:

Members:

Expectations:

*What are the commitments that our leaders/members hold? Where does this organization fall?
(see Appendix A)*

2. What do we do?

List the items/events that your organization “does” (meetings, exec board, events, travel, etc.)

What is our desired cadence for the above activities? How often should we do each thing?

What goals do we have for our organization this semester? Next year?

Semester:

Next Year:

What does a year look like for this organization? What do we focus on in each month?

January:

February:

March:

April:

May:

June:

July/August:

September:

October:

November:

December:

3. How do we intersect with campus?

What other organizations or departments on campus do similar work to our organization? What partnership/event opportunities exist with them?

Who would we go to with a question about our organization?

What campus policies do we think affect our organization?

(<https://www.cmu.edu/student-affairs/slice/resources/policies.html>)

What yearly campus processes do we need to pay attention to?

4. How do we keep this going?

How will we recruit members to this organization?

How will we retain our members? What organizations do you think do this well?

How will we transition information to next year's leaders?

Appendix A: Commitments

In the left hand column below, list every commitment that you have for the spring semester. In the right hand column, rank these commitments with (1) being your most important commitment (*continue the numbering below for however many commitments you listed on the left*).

	<ol style="list-style-type: none">1.2.3.
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What can you take away from this exercise? How does this affect how you approach your student organization?