

COMMUNICATION... at a glance

- § Hold regular meetings.
- § Keep everyone “in the loop.”
- § Let each member have a voice in your organization.
- § Maintain a consistent channel for group communication.

SUCCESSFUL COMMUNICATION

- **Hold Meetings:** Student organizations should hold regular meetings to keep members up to date on current events. This is the best way to keep members involved.
- **Multiple Channels:** Some information needs to be sent electronically. Each student relies on different technologies to stay updated. Try to send out important information on many different channels.
- **Meaningful:** Each message should have meaning for members to which it is sent. Students start to ignore all messages when most (or some) do not apply to them!
- **Don't forget CSI:** If you do not keep Student Life up to date, the organization can be found in violation of the Student Standards of Behavior. Be sure to share our expectations with your members.

COMMUNICATION CHANNELS

- | | | | |
|-----------------------|------------|---|---------------|
| • Porches Group | • Email | • Text Messages | • UD Calendar |
| • Website (UD Hosted) | • Facebook | • Presidents' ListServ (Email Gwyn Fox Stump) | • Texts |
| • Digital Signage | • Twitter | | |
| | • OrgSync | | |

Student Organization Quick Guide

Group Communication

COMMON CONCERNS

- **Goals:** Your members need to understand and contribute to creating organizational goals.
- **Focus:** Meetings that are poorly run or over-booked can lead to a lack of focus. Have a clear agenda!
- **Overload:** Try to keep members up to date without over-communicating.