

Chair meeting

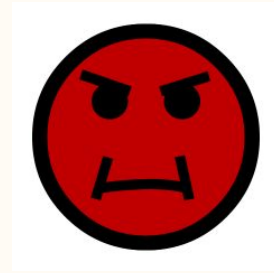
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Writing Emails

- Important tool
- Primary recipients go in “to”
- People who should be kept in the loop in “cc”
 - Ie Nicole, Oliver, or Mrs. Drummond
- Hidden recipients go in “bcc”



Facing criticism



- Acknowledge the person's views
- State what you have been doing or will do to address the issue
- Refer to leadership (Nicole, Oliver, or Mrs. Drummond) for additional assistance

Meeting Facilitation



- Prior notice (at least 2 days)
- Meetings should not last more than 1.5 hours
 - Unless agreed upon or explicitly stated
- Check in with everyone, assign action steps
- Keep goals in mind

Staying organized

- Use the google drive folder shared with you
- Use a consistent method of communication
 - Groupme
 - Discord
 - Messages
- Send monthly updates to Nicole



Student Communities

- Don't forget about your schools!
- Check in with SGA, clubs, sports, administration
- Promote HCASC related materials
- Talk to diverse student groups about HCASC
- Remember mission & vision





Questions?