Organization Leaders Checklist

**August**
- Complete Annual Registration Online through Student Involvement @ LBJSC
- Hold a meeting with officers and advisors to discuss goals
- Pay all outstanding balances with the LBJ Reservations Office
- Register for and attend the Fall Student Involvement Fair
- Begin planning events for the fall semester
- Reserve rooms for upcoming events

**January/February**
- Register for and attend the Spring Involvement Fair
- Recruit new members
- Set new goals and evaluate previous goals
- Meet with advisor
- Reserve rooms for upcoming events
- Begin planning events for the Spring semester

**September**
- Presidents and an additional officer must attend the Student Organization Conference
- Plan an interesting and effective first meeting
- Agree on a regular meeting time and reserve a meeting space
- Inform your advisor of meeting times
- Recruit new members
- Develop an organizational budget
- Schedule a team building session for your executive board or entire organization through the Planning, Assessment, Leadership and Marketing office (PALM)

**October**
- Organize a group community service project for your organization
- Continue to keep your advisor informed
- Be on the lookout for prospective members at events
- Participate in Texas State Homecoming events

**November**
- Continue regular contact with advisor
- Begin planning for spring semester
- Plan end of semester activity

**March**
- Start recruiting new officers
- Review and update constitution/bylaws
- Continue work on spring semester goals/activities
- Continue to update advisor on goals
- Register for and participate in Bobcat Build
- Submit nominations for Boko Awards

**April/May**
- RSVP to and attend the Boko Awards
- Hold elections and plan officer transition
- Close budget/checkbooks
- Review year’s accomplishments and opportunities for improvement
- Make room reservations for fall
- Recognize valuable organization members
- Pay all outstanding balances with the LBJ Reservations Office
- Submit Annual Registration and Officer Transition to Student Involvement @ LBJSC

**Summer**
- Stay in contact with organization members
- Brainstorm ideas for fall activities
- Make marketing/recruitment plans for fall