

LISSA Guide

LISSA Guide to Being a Student Leader

Last Reviewed December 2016

Hello Student Leader,

Thank-you for your interest in being a student leader here at Simmons SLIS. We hope that as a student leader you will be able to engage in many enriching experiences which will contribute to your LIS career. Maintaining web spaces, orchestrating budgets, or planning events, your leadership helps fortify our community. In this guide, LISSA has provided information which may prove helpful for all student leaders to know. For more precise details regarding the responsibilities of your leadership position, please speak to your student association president, chair or co-chairs.

Wishing All the Best,

LISSA
(Library and Information Science Student Association)

Spring 2016 LISSA Board

Christine Abram	<i>President</i>
Tisha Carver	<i>Vice President for Finance (Acting)</i>
Gayle Schechter	<i>Vice President for Events</i>
Saffana Anwar	<i>Treasurer</i>
Tara Pealer	<i>Secretary</i>
Lee Carter	<i>Archivist</i>
Daniel Laikko	<i>Faculty Committee Representative</i>
Kate Bennett	<i>Faculty Committee Representative</i>
Anais Alvarez	<i>Webmaster</i>

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To begin your role as a student leader...

Congrats! You have been elected/been granted an acting position in a student association.

1. Once you have been contacted, please ask your student association president, chair, or co-chairs for a list of your responsibilities. This will be organized at the association's discretion.
2. If your duties include the maintenance of a *listserv*, please have a discussion with your student association and then fill out the delegate email/listserv form. This form will be sent out following elections or as needed. (*More information about listservs on page 5*)
3. If your duties include the maintenance of a *delegate email*, please have a discussion with your student association and then fill out the delegate email/listserv form. This form will be sent out following elections or as needed. (*More information about delegate emails beginning on page 6*)
4. If your duties include events or communication, *see page 7*.
5. If you require information regarding funds or refunds, *see page 10*.
6. For information specific to your student group (such as the Facebook Account or website) please see your student association.

To end your role as student leader...

We thank you for your time and dedication to your student association! To wrap up your term, see the following guidelines.

1. *Please submit an email to the LISSA President at lissapres@simmons.edu as a reminder that you are graduating or your term as student leader has ended.*
2. Review the training procedure for your position. Is there missing information? Has the information changed? Should your by-laws be updated regarding your position?
3. It is expected you try to recruit at least ONE student to be an acting representative or run in the election to replace you.
4. Please wrap up any loose ends including end of semester reports or meeting with incoming student leaders.

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Acting Student Leaders

What are Acting Student Leaders?

As an acting student leader, the student acts in the capacity of an elected representative performing the duties required of that position. An acting student leader can be inducted by a student association when a student leader position needs to be filled. A position will be vacant if no individual ran for the position in an election, or a student leader has formally relinquished their position. A student can approach the student association, or the student association can approach the student regarding interest in the position. There is no restriction to who can become an acting student leader.

How is an acting student leaders inducted?

To become an acting student leader, a student must be unanimously elected by all members of the student association and their faculty advisor(s). *Then, an email must be sent to the LISSA president with a carbon copy (cc) sent to all members of the student association and their faculty advisor(s).* This email can be sent by one student leader. Please remember all members of your board and faculty members, otherwise we cannot count the email as legitimate. Use the following wording for simplicity.

*Hello LISSA President,
We, the members of (student association) have unanimously voted to elect
(student name) as an acting representative on (enter date), in the position of
(position).*

It is important that all acting representatives are elected in this way. This process has been created to maintain legitimate democratic proceedings.

How long is an acting term?

The term of all acting student leaders will end upon the closing of the closest election. To maintain an acting position, the student must run in the election and win. The only exception is, student leaders who have previously been elected for a full term in their position cannot run for a second term. For example, if I have served as LISSA president for a full term (1 year), and then I take on an acting status, I cannot run for president again.

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Technology

What is a listserv?

Your student association listserv is a mailing list. Your student association is responsible for updating the listserv to include new students who are interested in your activities. This is a great resource to spread information about your events and other opportunities related to your student association.

How do I access my listserv?

If your student leadership position requires you to have access to your listserv, please make sure that your student association fills out the form to change ownership. This form will be sent out after elections. Once you have been given access, you can sign in via lists.simmons.edu. Use your username and password to sign in.

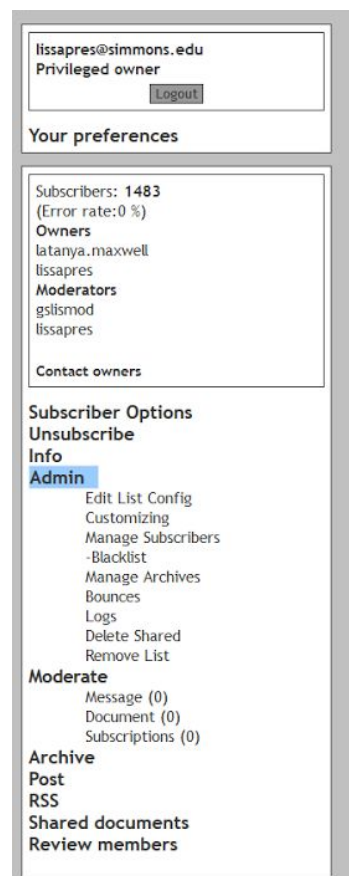
The screenshot shows the login page for the Simmons mailing lists service. The browser address bar displays <https://lists.simmons.edu/lists>. The page header includes "Go to MySimmons »" and "Simmons mailing lists service" with navigation links for "List of lists", "Home", and "Help". A red box highlights the login form, which contains fields for "email address" (with the value "gspres@simmons.edu") and "password" (masked with dots), and a "Login" button. Below the login form are links for "First login?" and "Lost password?". A "Language Selection" dropdown is set to "English". To the right, a "Search lists" button is visible. Below the search bar is a section titled "Mailing lists categories" with a list of categories: "News and Media", "Arts and Humanities", "Economics", "Computing Software Network", and "Others".

Once you have signed in, you should see your listserv on the left...

The screenshot shows the dashboard after logging in. The browser address bar still displays <https://lists.simmons.edu/lists>. The page header is identical to the login page. A red box highlights the user's profile and preferences on the left side. The profile section shows the email address "lissapres@simmons.edu" with a "Logout" button. Below this is the "Your preferences" section, which includes "Your Lists" with two entries: "admin lissa" (LISSA and GSLIS student group announcements) and "admin lissa_chat" (LISSA Discussion Forum). To the right, the "Search lists" button and "Mailing lists categorie" section are visible, along with the same list of categories as in the login page.

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1. To add or remove students from your listserv, go to “*Manage Subscribers*”. Remember to select the “**quiet**” button when adding or removing subscribers, or you will send each person an email notifying them you have added them (which can be annoying).
2. Remember to moderate your *messages*. When you receive a message, you will have an email sent to your school email. You will receive emails from faculty and students who wish to send a message through your listserv. You want to select these messages and press “**distribute**”. This will release the emails. Always monitor if the content is relevant to your student association.
3. You will also receive spam messages. You want to “Reject and Blacklist” these messages.
4. To send a listserv email, simply email the listserv. For example, LISSA’s list is “lissa@simmons.edu”. If you have Admin access to the listserv, you can email the list directly, and you will not have to release the email. If a student does not have Admin access, you will need to release the email from “Messages”.
5. Only Simmons emails should be put on listservs. After a student has graduated from Simmons, please do not put his or her personal email address in your listserv. When students sign up for your listserv, please use their name to find their school email address.



What is a delegate email?

A delegate email is a student association email which is linked to your student email. These emails can be used in different ways by different student associations. They can be associated with social media accounts, be the reference for your website, or the email linked to your cloud storage account (ie. Dropbox)

How do I access the delegate email?

If your student leadership position requires you to have access to your delegate email, please make sure that your student association fills out the form to change ownership. This form will be sent out after elections. Once you have been given access, you will be able to see the student association email in the top right corner of your gmail account.

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Planning Events

(Last updated December 2016)

1. *Adding your event to the Calendar*

- a. As soon as you know when and where you would like to have an event, fill out the “Add and Event” form. You can find the form [here](#). You may also find the link located at the bottom of each “This Week at SLIS” email.
- b. Create a description for your event. This description will be what students read on the “This Week at SLIS” email.
- c. To make updates to the event (location, time, etc) send an email to lissasecretary@simmons.edu
- d. To view if your event has been posted to the calendar, you can send the LISSA secretary a request to view the shared event calendar. [Use this link](#) to view and submit the request form. Once your request has been processed, you can use your Google calendar to view SLIS events.

2. *How to Reserve Spaces*

(It is advised to submit requests AT LEAST one week in advance)

The Collaboratory (P314), the PC Lab (P214), or the Tech Lab Classroom (P213)

Please fill out the form [here](#).

Email slistech@simmons.edu

Or visit the Tech Lab to reserve your space.

The James M. Matarazzo Student Lounge (P212G)

Please fill out this form [here](#).

Or email the LISSA Secretary at lissasecretary@simmons.edu

For Classroom reservations

Email classroom@simmons.edu

For Non-classroom spaces such as the Kotzen Center

Email conferences@simmons.edu

If an event is off campus, you must make a list (including names) of all who attended the event for record keeping purposes. Having a sign-in sheet is an easy solution!

3. *Transportation*

If you require transport for your event, Simmons SLIS is unable to refund the renting of vehicles. Please see part two of the Finances section of this guide regarding the transportation reimbursement form.

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4. Ordering Food

- a. Per ARAMARK contract, Simmons groups must use ARAMARK catering for on campus events if the food order is over \$200.
- b. While ordering through Simmons catering is certainly convenient, the costs can add up quickly. To stretch your dollars, think about buying food and drinks from your local supermarket. Simply save your receipt and submit it alongside the Student Group Reimbursement Form.
 - i. Remember that Simmons will not reimburse you for tax or bottle deposits.
 - ii. Ask for the tax form at the Student Services Center before you make purchases to be refunded.
- c. Please email catering@simmons.edu or call (617-521-204) to make your request.
 - i. Include date, time of event, location, and budget number.

5. Publicizing Your Event

- a. Post your event on the LISSA Events Calendar by filling out the form provided above- Or located in the weekly “This Week at SLIS” email.
- b. Use your group listserv to alert your subscribers.
 - i. Ensure you update your list with incoming students every semester.
- c. Make Flyers
 - i. Send your poster to SLISTech@simmons.edu
 - ii. The TechLab will then print one copy of your poster.
 - iii. The Lab will then give you an ID to make copies of your poster (10-15 is usually a good number).
 - iv. Head to the Student Services Center and ask for the magnetic clips to hang your posters.
 - v. DO NOT use tape to hang your posters. They will be taken down.
 - vi. Do not post posters more than 2 weeks in advance.
 - vii. Posters must be taken down 24 hours after event.
- d. Use your social media to spread the word.
- e. Use a service like Eventbrite to gauge interest in your event.
- f. Contact SLISTech@simmon.edu to learn how to post digital signage.

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6. *Event Evaluation*

Use the following outline and save it to your records to keep track of your events. This will help you when creating your student association's end of semester report.

Event Evaluation

(Complete this form and retain for your organization's filing.)

Event: _____

Student organization: _____

Date of Event: _____

What went well with this event?

What did not go well with the event or you wish you had been able to do to improve?

What mechanisms did you use to publicize this event?

How many people attended the event?

What other methods could have been used to attract a larger audience?

Were there refreshments for this event and how much did it cost?

How did the attendees respond to this event?

What things do you still wish you known in advance?

What advice would you give to the next planner about this event?

What other issues needed to be addressed for this event: parking, "thank you" gifts, etc. (Attach copies of program, contact information on speakers, etc.)

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Finances

1. Budget

- a. Toward the end of the spring semester, each student association must submit a budget request for the upcoming Summer, Fall, and Spring semesters.
 - i. This will include food, speaker's fees, marketing materials, swag, setup for events, and general supplies.
 - ii. You will send this to the LISSA VP of Finance.
 1. Email notifications from the VP will go out, however please email the LISSA President at lissapres@simmons.edu if you do not have the VP's contact information.
 2. The VP's email is NOT lissatreasurer@simmons.edu.
- b. Each student association will be told how much their new budget is by the new fall semester.
- c. Each student association has a Simmons Account with a budget number. Your budgeted funds will be in this account which you access by using your budget number.
 - i. Contact LISSA VP of Finance for your budget number.
- d. Funds are useable through the fiscal year (July 1st- June 30th), but will not roll over into the next year. For this reason, use all your funds before the year ends!

2. Expenses

- a. All student groups use their own account numbers when charging expenses on campus.
- b. Students can also request reimbursement for out-of-pocket expenses.
 - i. To request reimbursement, the person paying for the items should keep a detailed, itemized receipt.
 1. If using a credit or debit card, please print a screenshot of your account once the payment has processed. You may block out any information not relevant to the refunded purchase.
 - ii. Complete the [expense form](#)
 - iii. Attach the receipt (and if necessary, the image of your purchase statement)
 - iv. Submit the expense form to the LISSA VP of Finance folder in the SLIS Student Lounge. It will be in the cabinet, filed alphabetically.
 - v. For travel related funds, please get approval from Em Claire first, then fill out the [travel reimbursement form](#). Follow the same process.

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- c. Student associations may also pay a third party directly.
 - i. Indicate who the check should be made out to and be sure to complete the form well in advance of the date check is needed by. [Check Request Form](#)
 - ii. Before you do this, you will want to talk with Em Claire. The vendor might need to be approved from the College before any checks can be made. The vendor might already have an account with the College so that is good to check for also.
- d. If you think you would like to have an event, but your student association would not be able to cover the funds, seek other student associations who may be interested in getting involved.
 - i. You **may not** request funds directly from other student associations.
 - ii. However, you **may** co-sponsor an event, and the student association may cover a portion of the event (Food, decoration, set-up costs, and etc).

3. *PDR Requests (Professional Development Reimbursement)*

- a. A PDR helps SLIS students with reimbursement for professional costs such as conferences, workshops, or registration fees.
- b. There may be some events (such as a conference) which your student association may want to take advantage of, but fear the cost of transportation or registration fees.
 - i. This may be something the PDR can help with.
- c. The Call for PDR requests comes out at the beginning of the **Fall** for Fall semester and **Spring** for Spring/Summer semesters from the LISSA Treasurer (lissatreasurer@simmons.edu).
- d. When the Call comes out, please read all the information provided and consult the LISSA Treasurer for any plans which may involve a PDR *before* making purchases.

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Thanks for reading through the LISSA Guide.

Please contact your LISSA President if you have any questions, or notice this guide requires an update.