

SURVIVAL GUIDE

GOVERNING COUNCIL | PLATFORM COMMITTEE | PRESIDENT'S GROUP

2022 - 2023



Dear fellow students,

Hello and welcome to LeadMN and the 2022-2023 school year.

We are thrilled to be celebrating our 25th year of LeadMN's existence!

In these twenty five years, college students have connected for change, advocated for solutions, and fought for a better future for all students. Our work together represents determination, empowerment, and hope.

Every participant in this organization contributes to our success. Every student and student leader reading this contributes to the difference we make for all students in Minnesota. We make our voices heard, and the ambition ripples throughout the student community, as inspiration.

You do not have to follow any singular path with LeadMN, instead, this experience is what you make of it. Those who are dedicated and passionate about their work, reap the benefits for years to come. I have seen the impact leadership has made in the development of alumni, and I can personally vouch for the positive impact LeadMN has on me.

Last year students advocated for things that mattered most to them. Matters involving college affordability, basic needs resources, mental health support, improving transfer, and expanding diversity and equity on campuses. From our roots, we connect to drive impactful change.

As we courageously step into this year as college students, remember that we are here to empower student leaders like you, provide the resources you need to support students, listen to actively drive change, and achieve success for our strong-willed student community.

Ali Tomashak
2022 - 2023
LeadMN President



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Contact Information

LeadMN

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Main Office Fax: 651-215-1862

Main Office Toll Free: 877-636-7272

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Who should I contact?

I have a question about...	Your main contact will be...
LeadMN Conduct Policy	Mike Dean Executive Director
Budget Consultation, Bylaws, Governing Documents, Legislative Issues, Minnesota State System Committees	Matt Gutsch Director of Government Relations
LeadMN Alumni Association, LeadMN Conferences	Brandon Boat Manager of Programs & Events
Equity & Inclusion, Accessibility	Mameneh Manager of Equity & Inclusion
LeadMN Scholarships	Joyce Petsch Associate Development Officer & Scholarship Manager
Effectively Engaging Your Senate	Fatu Magassouba Associate Executive Director
Student Stories, Social Media, Website	Jocelyn Roof Communications Coordinator

General Questions?

Email info@leadmn.org and we will direct you to the appropriate staff/cabinet member.

LeadMN 101

LeadMN's Origin Story

Fifty years ago, a small group of community college students gathered with the radical idea that students could transform higher learning if they used their voice.

Community and technical college students— often first generation college students, immigrants, students of color, and low-income— lacked representation in higher education. Tuition rates soared while students struggled to meet their basic needs.

Our founders were driven by a fundamental truth— the same truth that drives LeadMN decades later: students deserve better.

What if students had the opportunity to pursue higher learning without having to choose between buying textbooks and paying rent? What if there was a safety net for students living on the edge so that car trouble didn't mean dropping out? What if students had a seat at the table— at their institutions, in St. Paul, and in Washington— and were empowered to use their voice?

Fighting for change wouldn't be easy; it seldom is. Given the intractable challenges they were up against, many students doubted they could make a difference. Others already faced an excess of responsibilities outside of the classroom.

And yet, driven by a belief that the status quo was unacceptable, students began to step-up and lead. They inspired their peers that change was possible if they came out in force. They spoke with student after student and campus after campus. What started as a conversation among a small group of friends transformed into a movement of 100,000 students taking Minnesota by storm.

Since our founding, LeadMN has provided a platform for community and technical college students to use their voice. We have empowered thousands of leaders with the skills they need to be successful in work, advocacy, and life. And, we have mobilized hundreds-of-thousands of students to fight for policy change at the local, state, and national level. And the results have been staggering. In just the last few years, LeadMN:

- Passed the Hunger Free Campus Act, recognizing colleges that are working to address food insecurity;
- Secured \$1.5 million in mental health awareness funding for Minnesota state colleges and universities;
- Prevented \$4 million in tuition hikes, maintaining a tuition freeze for six straight years;
- Raised hundreds-of-thousands of dollars in emergency grants and scholarships;
- Registered tens-of-thousands of students to vote;
- Passed legislation that created free textbook programs across the state that save students \$3 million each year.
- Passed federal legislation securing \$28 million in emergency aid for students.

At LeadMN, we believe every student has the potential to be a leader that will help solve tomorrow's challenges— big and small, professional and personal, global and local. Given the right tools, these students have the power to transform Minnesota, higher learning, and the world. The LeadMN movement is here to ensure that they do.

Describing LeadMN

LeadMN is college students connecting for the change. We represent the 100,000 two-year college students in Minnesota to help them transform their lives and their communities. Our students LeadMN by developing leadership skills to realize their potential, see beyond what they thought was possible for personal success, and to drive community-wide change.



Leadership Skills

- We offer workshops and trainings at our conferences that teach students interpersonal and leadership skills, such as time management and effective communication, to give students the tools needed for success in work and life.



Empowering Leaders

- We provide students with real-world leadership experience through serving on a LeadMN board or committee. We provide advanced trainings for our student leaders on cultural intelligence, conflict resolution, and professional advancement both in our Center for Learning and at our conferences.



Achieving Success

- We provide scholarships, resources, and mentors to students to help them remove the barriers to their success. We provide students with tools for financial aid, affordable textbooks and classroom materials, and career development.



Driving Change

- We inspire and prepare students to tackle issues on campus and in their community that directly affect them. We provide support to student lead campaigns and offer students with opportunities to talk with their representatives.

LeadMN 101

Working Documents

You have been provided with the LeadMN 2022-2023 Working Documents Manual. Please review this document thoroughly.

You will want to pay special attention to the financial policies section as it relates to reimbursement requests. You can find this on print page 27 or digital page 33 of the Working Documents Manual.

Reimbursements

You are eligible to be reimbursed for your travel for the association. You may also be reimbursed for parking and meal expenses. You are automatically authorized to travel to and from Governing Council and General Assembly meetings, and you must ask for authorization for any further travel. All reimbursements must have a travel authorization form completed and authorized by the LeadMN Executive Director or Treasurer prior to the travel or purchase.

Before You Travel:

- Send an email to the LeadMN Treasurer and Executive Director stating the date of travel, your destination, reason for visit, and any other pertinent information
- Submit the eligibility form
- Submit proof of a valid driver's license (if claiming mileage)
- Submit proof of insurance (if claiming mileage)

While You Travel:

- Write down your odometer numbers for all trips
- Save itemized parking and meal receipts. They must have a time and date printed on them. The meals must fall into the guidelines below.

After You Travel:

- Submit the Travel Authorization and Reimbursement Form through email to the LeadMN Treasurer. The form can be found on the LeadMN website, www.leadmn.org/forms. Open the spreadsheet in Excel and use the already existing formulas.

Meal Guidelines:

If the food that you eat is more expensive than the limit per meal allowed, you will be reimbursed for the amount up to the limit.

- Breakfast - \$7 or less - You may only claim this if you have to leave your house before 6 am
- Lunch - \$9 or less and between the hours of 11 am and 3 pm
- Dinner - \$15 or less - You may only claim this if you are not arriving home before 7 pm
- NO ALCOHOLIC BEVERAGES MAY BE REIMBURSED BY LEADMN

Contact the LeadMN Treasurer or LeadMN Executive Director with any questions.

Code of Conduct

As a member of LeadMN, you represent the 100,000 community and technical college student members of our association. Our colleges and LeadMN exist as a result of state support from Minnesotans. This makes it essential that you always bring honor to the students that you represent and respect those students that you are working with to ensure that we create a safe, positive learning environment for all those that participate in our activities.

LeadMN has adopted a code of conduct for everyone (students, alumni, and advisors) involved in our activities. At LeadMN events, we prohibit:

1. Any consumption of alcohol by a minor;
2. Any excessive use of alcohol or any other mood altering chemicals;
3. Use of any illegal chemical substances;
4. The destruction or removal of any public and/or private property;
5. Any excessive noise, and/or profanity which causes a disturbance to others; and
6. Any other act, behavior, or illegal activity that negatively impacts the image or goals of LeadMN.

Furthermore, students and advisors agree to pay for all damages/losses incurred by their actions.

Students that observe any of these behaviors can file a complaint with the LeadMN Executive Director describing the student involved and any relevant information about the violation to the code of conduct.

Read the full Complaint Procedures in the LeadMN Working Documents for more information.

Prohibit Discrimination

At LeadMN, we want to create a welcoming environment for every student that attends a conference or participants in our events. That is why we explicitly prohibit any acts, behavior, language, or symbols that represent discrimination towards an individual based on race, color, religion, national or ethnic origin, disability, gender, sexual orientation, socioeconomic status, or other aspect of identity. Students that experience any discrimination should file a complaint with the LeadMN Executive Director.

Alcohol Policy

The consumption of any alcohol by minors, and providing alcohol to minors is prohibited at all LeadMN conferences and events. Excessive consumption of alcohol or any other mood altering chemicals is also prohibited. Any student who is in violation of this policy will be subject to both their campus, and LeadMN code of conduct policies.

LeadMN 101

Sexual Violence and Harassment Policy

LeadMN is committed to the safety, dignity, and respect of all of its members, employees, and guests. LeadMN prohibits all forms of sexual assault, harassment, stalking and relationship violence. Additionally, LeadMN seeks to provide comprehensive support and reporting mechanisms for all members of the community.

Any individual who believes that they have been subjected to sexual assault, harassment, stalking, and/or relationship violence can and is encouraged to report the incident(s) to the police department; victim survivor assistance; and/or internal mechanisms for discipline and dispute resolution, prevention training or other related services. LeadMN will provide reasonable assistance and cooperate in any such investigation to the extent legally possible.

Additionally, any person may make a complaint to the Executive Director alleging a violation of any applicable LeadMN Sexual Harassment, Violence Policy, or Conduct Code provision that would be implicated within an incident by a member, employee, or agent of LeadMN. The Complaint needs to set forth the alleged violator's name, a statement of alleged facts that occurred, and a statement of the policy that has allegedly been violated, or as much information as is possibly known by the person making the complaint.

The identity of the alleged violator and/or victim may be concealed in certain cases to protect the parties if the Judicial Officer determines that it would further the investigatory or deliberative process. For more information please see the LeadMN governing documents.

Equity & Inclusion at LeadMN

LeadMN Equity and Inclusion cultivates and organizes support, resources, workshops, a multicultural curriculum and a variety of services and programming to facilitate growth and development opportunities for our diverse student groups and communities. As part of our dedication to empowering students, we encourage all student communities to join in accessing these opportunities and resources.

LeadMN Mission & Value Statement

To create a healthy work and learning environment where everyone feels welcomed and respected. A culture of trust and belonging where all student voices are centered and their needs are accommodated. We strive to implement practices which enable growth, development and a place to thrive. We are committed to support, collaboration, communication and empowerment.

To lead through practice. Commit to becoming anti-racist and multicultural. To center and uplift students' voices, lead with an equity lens in all areas, dismantle barriers and practice racial and social justice.

We are dedicated to being inclusive, culturally responsive, and creating access for all.

LeadMN Online Community Guidelines

In addition to the LeadMN Code of Conduct, we have developed the LeadMN Online Community Guidelines to help you get the most from your online activities and events with LeadMN.

Be Respectful

We encourage every participant to ask questions, provide feedback, and share their opinion from a place of educating themselves and others. Always read your written statement before posting to assure that the tone is respectful, not sarcastic or insulting.

Being respectful also means to be on time to live events, follow-through when working with groups, and using language that is inclusive to all.

Use Online Etiquette

When in live meetings specifically, (1) be cognizant of your environment to ensure you are ready to share your physical space with everyone, (2) dress as you would if you were in-person, (3) always mute your mic unless you are ready to speak, (4) use the chat function when appropriate, and (5) sign out when you are ready to leave the meeting.

Note: the facilitator of each live meeting may have additional guidelines for you to follow.

Come Prepared

Being prepared for an online activity means to (1) make sure you know the technology, (2) you have done your homework, (3) you use facts to justify your answers and responses whenever possible, and (4) you have read and abiding by both LeadMN Code of Conduct and LeadMN Online Community Guidelines

Keep it Professional

Being professional means that you behave in away that respects others. Remember that you are in a professional environment in the online community, which is different than talking with friends in social media. Although we are here to enjoy our experience, we are also here to reach work-related goals and to learn from one another.

Some behaviors that are considered unprofessional and will not be tolerated include:

- profanity;
- sharing inappropriate photos, graphics, or videos;
- gossip and harassment;
- spamming, and
- giving out your user ID and password for others to use.

LeadMN 101

Strategic Plan

The pandemic has taken a huge toll on community and technical college students through job losses, food insecurity, and impacts on mental health. A LeadMN survey found that a majority of students have struggled with one or more of these issues over the last year. This has been an inflection point for LeadMN that has caused us to rethink how we can best support students going forward.

Over the past year we have explored ways that we can better support students in a post pandemic world. To help inform this exploration we brought on a consulting firm to help us conduct over 20 interviews with students and college administrators to gather feedback on the real challenges that students face and ways that they can better be supported. In addition, we conducted two large surveys of over 12,000 students to understand what issues were holding them back.

Then we began to prototype ways that LeadMN could better support students through a committee and during our January conference. We developed a twenty-page report that was presented to the LeadMN Governing Council, that was unanimously adopted and then approved by the General Assembly during our April Conference in 2021 by a vote of 68% in favor and 32% opposed. Here are the three new priorities that the student leaders want us to develop over the next five-year period (2021-2026).

PRIORITY **Benefits Navigator**

- 1 Basic needs are preventing students from learning and leading in college. One of the barriers to these services is the complexity of the application process. LeadMN will help students get access to the information and services they need by providing one to one benefits navigation. Navigators would help students sift through available options around mental health, financial aid, emergency grants, academic services, transfer process, and health services.

PRIORITY **Career Services and Expanded Internship Opportunities**

- 2 Students feel unsupported and unprepared to face their job and internship search based upon our survey of students. To help prepare students we will help them conduct career exploration through the LeadMN career app, develop important career readiness skills through an expanded partnership with the Charlie Life and Leadership Academy, and finally integrate Design Your Life trainings with student leaders.

PRIORITY **Student Engagement Platform**

- 3 Students are reporting increased levels of social isolation and mental health issues. We will explore ways to develop student engagement channels like a student newspaper or an online platform where content is created and moderated by students.

The proposal would have increased the LeadMN student fee and allowed us to expand our services to create a peer to peer benefits navigator, provide career support to students, and create a stronger sense of community across all 48 community and technical college campuses. The Board of Trustees rejected the proposal for political reasons. Despite that, we are still moving forward in this new direction, but without the resources to carry out this new work.

Robert's Rules of Order: Parliamentary Procedure

You are responsible for hosting monthly regional meetings. Four (4) regional meetings will be held at LeadMN conferences.

LeadMN meetings are run by the Robert's Rules of Order, newly revised 10th edition. Robert's Rules of Order is one form of Parliamentary Procedure and is meant to help a meeting run effectively. Parliamentary Procedure only works when participating members are familiar with the rules. The Governing Council Representative serves as Chair of their regional meetings.

If you are not an expert, don't feel discouraged! You will find a description of the basics here.

Purpose of Parliamentary Procedure:

- To enable the assembly to transact business with speed and efficiency
- To protect the rights of each individual
- To protect the right of the majority to decide
- To protect the right of the minority to be heard
- To preserve the spirit of harmony within the group

Chair Expectations:

- To keep order
- To follow the agenda
- To make decisions when needed
 - If you disagree with the decisions that the chair makes you may move to appeal the decision of the chair
- To recognize speakers and allow all members an equal chance to be heard.

Some rules that the chair may choose to follow while accomplishing this are:

- The rule of first speaking rights: The chair may choose to give first speaking rights to the members of a meeting. Usually what this means is that although everyone will be allowed to speak, whether they are a committee member or a gallery member, any committee member will be recognized and placed in queue on the list of speakers before any non-committee member
- The rule of two: A parliamentary rule that is sometimes used is the rule that each person may speak to each motion or amendment no more than twice.

Robert's Rules of Order: Order of Business

When you are a participant of the meeting, it is your job to pay attention to the chair and the agenda. The meeting should proceed in order down the agenda. You can expect business to follow the same general order each meeting.

Sample Agenda:

I. Call to Order

The meeting Chair does this. The time is noted for the minutes.

II. Roll Call

The meeting secretary calls out the names of the meeting members and marks who are present in the minutes. Whether or not quorum has been met is announced.

Quorum is the minimum number of members needed to hold the meeting. This number is usually half of the total members plus one.

III. Reading and Approval of the Minutes

Minutes of previous meeting are approved.

IV. Reports

Officers, GC members, Committee chairs and others report to the meeting members about their activities pertaining to their work for the association since last meeting.

V. Unfinished Business

All business that has been discussed at previous meetings falls into this category. If there is something that you would like to see discussed that falls into this category, but it is not on the agenda, it may be discussed under "other."

VI. New Business

All business that has not been discussed at previous meetings falls into this category. If there is something that you would like to see discussed that falls into this category, but it is not on the agenda, it may be discussed under "other."

VII. Announcements

This is a time when announcements may be made. This happens at LeadMN meetings, but does not need to occur at all meetings.

VIII. Adjournment

The meeting is closed.

Robert's Rules of Order: Motions

A motion is a formal proposal by a member in a meeting that the group takes a specific action on. A main motion is a motion that brings business before the group.

No business should be discussed without a motion.

How a Motion Progresses:

- A member addresses the chair (Usually by raising their hand).
- They are recognized by the chair.
 -The member proposes the motion saying, "I move that...." and then clearly describes the proposal.
- The group votes on the exact language, not the idea.
- A member seconds the motion by saying, "Second." They do not need to be recognized by the chair.
- The chair states the motion to the assembly .
- Before this step happens, it is possible for the maker and seconder to change the motion. After it is restated the motion belongs to the assembly and must be amended to change it.
- The assembly debates/discusses the motion.
- Discussion will be allowed until there is no further discussion, or a motion to call the question has passed.
- The chair takes a vote on the motion.
- The chair announces the result of the motion.

Helpful Tips about Motions:

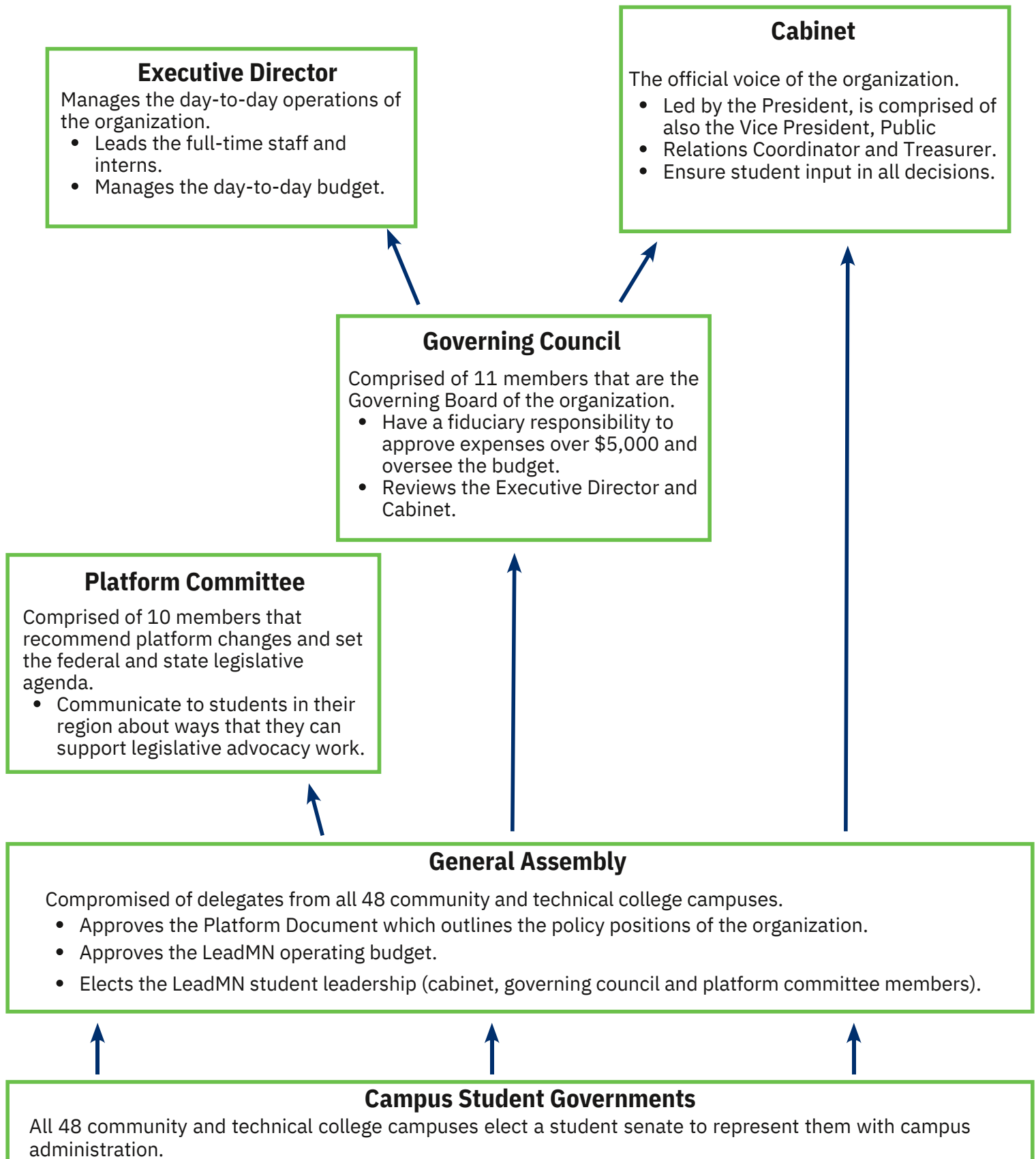
- The person who made the motion has the first right to speak.
- A member may vote against his or her own motion, but they may not speak against it.
- A member may withdraw or modify their motion before the Chair states it.

The Rules of Debate:

- You must be recognized by the chair before you begin speaking.
- You must discuss only the subject that is currently on the floor. If there has been an amendment proposed, you may not discuss the main motion.
- Personal remarks are NEVER in order.

What You Do

Structure & Roles



Job Responsibilities

Governing Council Representatives: The Organizational Decision Makers

- Commit to a full-year term
- Establish and maintain communication with all the campus student governments in your region and all Governing Council Representatives
- Serve as a voting member of the LeadMN Governing Council
- Ensure that the directives of the General Assembly are being implemented by the staff and cabinet
- Hire the Executive Director
- Elect Cabinet members when vacancies occur
- Address the recommendations made by the steering committee and recommend changes to the LeadMN working documents to the General Assembly
- Create ad-hoc committees and address their recommendations
- Approve all expenditures over \$5,000
- Make long term business decisions
- Approve and ensure implementation of LeadMN initiatives
- Ratify committee and system-wide appointments
- Conduct regional meetings
- Attend all regional meetings and LeadMN conferences
- Assume other duties as assigned by their regions, the LeadMN governing bodies, and/or the President

Platform Committee Representatives: The Advocacy Decision Makers

- Recommend the Platform document to the General Assembly
- Serve as a voting member in the best interest of all students and the association
- Assist in coordinating LeadMN's advocacy events under the direction of the Vice President
- Make recommendations for current issue related positions outside of the legislative agendas and platform document to the Governing Council
- Set the state and federal legislative agendas
- Research policy and legislative issues affecting higher education
- Attend all regional meetings and LeadMN conferences

Alternates: The Co-Pilot

- Be ready to step in as the Representative at any point in time Communicate with Representatives regularly
- Help create agendas and reports
- Attend prep meetings at LeadMN conferences
- Serve as ambassadors at new student orientation at conferences Volunteer with LeadMN

Campus Senate Presidents: The Campus Decision Makers

- Official representative on your campus
- Act as a mentor on campus
- Discuss areas of common interest and concern Recruit new student senate members

Onboarding Checklist: Governing Council

- ☐ Submit an Eligibility Form to the LeadMN office, you can find a copy on our website at www.leadmn.org/forms. Representatives are required to (1) be enrolled in a school within the region they are elected to serve, (2) maintain at least six semester credits, and (3) maintain a GPA of at least 2.0.
- ☐ Meet with your predecessor to receive transition resources & ask questions.
- ☐ Read the LeadMN working documents.
- ☐ Familiarize yourself with Robert's Rules of Order (see pages 14-16)
- ☐ Report who was elected Student Senate President at the campuses in your region for the 2022-2023 academic year.
- ☐ Exchange contact information with the Student Senate President from each campus within your region.
- ☐ Exchange contact information with the Governing Council Alternate and the Platform Committee Representative and Alternate from your region.
- ☐ Update regional Facebook page or create a new one.
- ☐ Meet with the Governing Council Alternate to outline regional goals for supporting LeadMN campaigns and legislative agenda.
- ☐ Create an understanding of the reimbursement procedure (see page 9).
- ☐ Schedule seven (7) monthly regional meetings and submit your dates and times by Sunday of the September SLC. This does not include scheduled meetings at LeadMN conferences.
- ☐ Schedule site visits with campuses within your region and schedule more visits on a quarterly basis or as you see fit. Ideas for campus visits include, but are not limited to: Attend a Campus Student Government meeting, Attend a Campus Student Government event, Take a Campus Tour.
- ☐ Before you attend a site visit, you must ask the LeadMN Treasurer for authorization so that you may be reimbursed for your travel.

Onboarding Checklist: Alternates

- Read the LeadMN working documents.
- Meet with the Governing Council Representative to outline regional goals for supporting LeadMN campaigns and legislative agenda.
- Submit an Eligibility Form to the LeadMN office.
- Familiarize yourself with Robert's Rules of Order.
- Review LeadMN & Minnesota State committees list (visit www.leadmn.org/committees)

Monthly Check List: Governing Council

Meetings

- ☐ Meet with the Student Senate Presidents from each campus in your region to discuss what is happening on their campuses and share key updates about what is happening at LeadMN
- ☐ For a **Regional Meeting**:
 - ☐ Create and circulate an agenda prior to the Regional Meeting to all region members.
 - ☐ Send a reminder email to all members in the region ~ 1 week in advance.
 - ☐ Keep a record of the Regional Meeting minutes. You will need to report on each campus at the Governing Council Meetings and General Assemblies.
 - ☐ Forward Regional Meeting minutes to the LeadMN President within 15 days of the meeting.
 - ☐ Follow up on action items after Regional Meetings.

Reports

- ☐ Submit a monthly report to each Campus Student Government within your region on the action taken by the Governing Council or General Assembly. This report should include:
 - ☐ Details about the business discussed
 - ☐ Overview of the decisions made
 - ☐ Issues that will be brought up in future meetings.
- ☐ In order to be paid by LeadMN, you must submit a monthly written report to the LeadMN office on issues or activities taking place in your region and the progress of your duties since the last Governing Council meeting or General Assembly. Reports are due on the 1st day of the following month at 5:00 pm. For example, the August report is due September 1st at 5:00 pm. To submit your report, fill out the Google Form for the month on the LeadMN website, which can be found at leadmn.org/leadership-reports. The report will consist of answers to four questions:
 - ☐ What is happening on campuses in your region?
 - ☐ What progress have you made on your Governing Council duties as outlined in the LeadMN bylaws?
 - ☐ What have you done to get students more involved with LeadMN?
 - ☐ Cyclical question - timely topics like budget consultation or Get Out the Vote

Note: You will not be paid on time if your report is not submitted on time. The responses you submit for leadership reports are made public on the LeadMN website, so please write them with a professional tone. For any questions about leadership reports, contact Jocelyn Roof at jroof@leadmn.org

Onboarding Checklist: Platform Committee

- ☐ Submit an Eligibility Form to the LeadMN office, you can find a copy on our website at www.leadmn.org/forms. Representatives are required to (1) be enrolled in a school within the region they are elected to serve, (2) maintain at least six semester credits, and (3) maintain a GPA of at least 2.0.
- ☐ Meet with your predecessor to receive transition resources & ask questions.
- ☐ Read the LeadMN working documents.
- ☐ Familiarize yourself with Robert's Rules of Order (see pages 14-16)
- ☐ Review the most recent policy agenda & research potential policy topics for next year
- ☐ Exchange contact information with the Student Senate President from each campus within your region.
- ☐ Exchange contact information with the Governing Council Representative and Alternate and the Platform Committee Alternate from your region.
- ☐ Create an understanding of the reimbursement procedure (see page 9).
- ☐ Meet with the Platform Committee Alternate to outline regional goals for supporting LeadMN campaigns and legislative agenda.
- ☐ Schedule seven (7) monthly regional meetings and submit your dates and times by Sunday of the September SLC. This does not include scheduled meetings at LeadMN conferences.
- ☐ Schedule site visits with campuses within your region and schedule more visits on a quarterly basis or as you see fit. Ideas for campus visits include, but are not limited to: Attend a Campus Student Government meeting, Attend a Campus Student Government event, Take a Campus Tour.
- ☐ Before you attend a site visit, you must ask the LeadMN Treasurer for authorization so that you may be reimbursed for your travel.

Onboarding Checklist: Alternates

- Read the LeadMN working documents.
- Meet with the Governing Council Representative to outline regional goals for supporting LeadMN campaigns and legislative agenda.
- Submit an Eligibility Form to the LeadMN office.
- Familiarize yourself with Robert's Rules of Order.
- Review LeadMN & Minnesota State committees list (visit www.leadmn.org/committees)

Monthly Check List: Platform Committee

Meetings

- ☐ Meet with the Student Senate Presidents from each campus in your region to discuss what is happening on their campuses and share key updates about what is happening at LeadMN.
- ☐ For a **Regional Meeting**:
 - ☐ Create and circulate an agenda prior to the Regional Meeting to all region members.
 - ☐ Send a reminder email to all members in the region ~ 1 week in advance.
 - ☐ Keep a record of the Regional Meeting minutes. You will need to report on each campus at the Governing Council Meetings and General Assemblies.
 - ☐ Forward Regional Meeting minutes to the LeadMN Vice President within 15 days of the meeting.

Reports

- ☐ Submit a monthly report to the Governing Council Representative of your region on the action taken by the Platform Committee.
- ☐ In order to be paid by LeadMN, you must submit a monthly written report to the LeadMN office on issues or activities taking place in your region and the progress of your duties since the last Governing Council meeting or General Assembly. Reports are due on the 1st day of the following month at 5:00 pm. For example, the August report is due September 1st at 5:00 pm. To submit your report, fill out the Google Form for the month on the LeadMN website, which can be found at leadmn.org/leadership-reports. The report will consist of answers to four questions:
 - ☐ What is happening on campuses in your region?
 - ☐ What progress have you made on your Governing Council duties as outlined in the LeadMN bylaws?
 - ☐ What have you done to get students more involved with LeadMN?
 - ☐ Cyclical question - timely topics like budget consultation or Get Out the Vote

Note: You will not be paid on time if your report is not submitted on time. The responses you submit for leadership reports are made public on the LeadMN website, so please write them with a professional tone. For any questions about leadership reports, contact Jocelyn Roof at jroof@leadmn.org

What You Do

Regional Meetings

The Governing Council Representative and the Platform Committee Representative are responsible for hosting monthly regional meetings. Four (4) regional meetings will be held at LeadMN conferences and seven (7) will be held outside of LeadMN conferences. Of those seven (7), two (2) need to be in person (one each semester), and the rest can be virtual meetings by conference call, Google hangout, Skype, etc.

The Governing Council Representative has the responsibility to serve as Chair of the meeting. The Platform Committee Representative serves as parliamentarian. The following are ways to accomplish tasks and increase productivity during regional meetings:

- Communicate with your regional Governing Council or Platform Committee Representative to create and circulate an agenda.
- Communicate with the Student Senate Presidents in your region and the Platform Committee Representative to ensure you will have quorum before the meeting takes place.
- Be responsible for the knowledge of LeadMN events and campaigns and ensure that the people of your region are knowledgeable as well.
- Governing Council Representative Only – Report on organizational updates about LeadMN.
- Platform Committee Representative Only – Report on advocacy work and research & LeadMN advocacy/policy developments.
- Stay informed about Minnesota State policy. If you have questions or need explanations contact the Director of Government Relations at mgutsch@leadmn.org.
- Use LeadMN provided resources when working on campaigns to inform your region about what is happening.
- Your LeadMN Vice President and the regional Platform Committee Representative are great resources.
- Contact the Vice President at vice@leadmn.org.
- Keep record of meeting minutes. You will have to report on each campus at the Governing Council meetings and General Assemblies.
- Forward meeting minutes to the Director of Government Relations at mgutsch@leadmn.org within 15 days of the meeting in which they were adopted.
- Invite outside guests to speak about specific topics of concern.
- If necessary, conduct elections for a regional representative and/or alternate. Notify your region if an election will occur.
- Review/edit regional bylaws once a year.

Helpful Tips for Regional Meeting Planning:

- Schedule all the meetings for the year at the beginning of the year. We encourage you to pick a consistent day and time (e.g. the 2nd Thursday of the month at 7 PM) to maximize participation.
- Make and send a meeting calendar and/or place the meetings on all the participants' Google calendars.
- Send meeting reminders via email, text, Google calendar, etc.
- Alternate the location of meetings between the different campuses or meet at a central location.

Onboarding Check List: Presidents' Group

- ☐ Meet with your predecessor to receive transition resources & ask questions.
- ☐ Read the LeadMN working documents.
- ☐ Familiarize yourself with Robert's Rules of Order (see pages 14-16).
- ☐ Exchange contact information with the Governing Council Representative and Alternate and the Platform Committee and Alternate from your region.
- ☐ Create an understanding of the reimbursement procedures (see page 9).

Monthly Check List: Presidents' Group

- ☐ Obtain monthly report from the Presidents' Group Chair regarding the Governing Council meetings.
- ☐ Attend Presidents' Group meetings - the group meets at the Fall General Assembly, Spring General Assembly, and up to six more times throughout the year. If the President is unable to attend the meeting, they are able to send their designee and that person would have voting privileges. The Senate President appoints a designee.
- ☐ Check in with regional representatives - Governing Council and Platform Committee members.
- ☐ Reach out to one or two clubs on campus and update them on what senate is working on and discuss how the senate and the club can work together on projects.
- ☐ Connect campus clubs to LeadMN, and update them on how they can get involved – such as on GOTV, Transfer Pathways, Equity and Inclusion, affordability, etc.
- ☐ Confirm your registration for upcoming LeadMN conferences with your advisor.
- ☐ Collect feedback on campus budget from senators and other students on campus.
- ☐ Keep an open line of communication with campus administration, your senate advisor, LeadMN office and regional leadership
- ☐ Check your email regularly and read the monthly LeadMN Association Update
- ☐ Engage your senate and other students on campus to participate in fun events that may be held at the LeadMN Office throughout the year!

What You Do

Helpful Tools: Communication

It is important that you consistently communicate with the campuses within your region in order to keep everyone informed. There are a variety of ways to communicate, however, each individual is different and may prefer to communicate a certain way to another. The following are some suggestions:

- Phone/Conference call, Video call like Skype or Zoom, and in-person meetings are the best and most effective ways to communicate.
- Sending emails is best when you have a brief question, concern of discussion topic. Always email the student senate president and advisor of the campus.
- Put the parliamentary procedure to work during your regional meetings in order to make the most of your time, communicate efficiently and accomplish goals.

Helpful Tools: Research

An essential function of the Platform Committee is to research and identify legislation and policy that affects our students. When researching an issue or specific piece of legislation, you will soon find it is easy to be overwhelmed by all the information available. Here is a list of useful sources to get you started:

- www.house.leg.mn.us
- www.senate.leg.mn.us
- www.npr.org
- www.uspirg.org
- www.pewtrusts.com

The following sites are useful to track a specific bill. There you can view the bill text, read a summary, and find actions taken as well as the current status.

- State - <http://www.leg.state.mn.us/leg/legis.asp>
- Federal - <http://thomas.loc.gov/bss/109search.html>

LeadMN is here to help













As members of Governing Council, Platform Committee, and Presidents' Group, Director of Government Relations Matt Gutsch and LeadMN Vice President Amona Rite Donald are here to help you! Send them an email for assistance.

- Matt Gutsch, Director of Government Relations, mgutsch@leadmn.org
- Amona Rite Donald, LeadMN Vice President, vice@leadmn.org

Star Campus

The Star Campus program was created by the 2009-2010 Cabinet to reward the most active campuses within LeadMN. Student senates that are active and are striving to reach their fullest potential can become “Star Campuses” and serve as an example to campus governments striving to get more involved. ***Each year a campus must earn 10 of 12 stars to become a star campus, and if they reach "Star Campus" status they will receive a prize at the Spring General Assembly. Visit <https://www.leadmn.org/star-campus> for more information.***

Here are the criteria for the 2022 - 2023 academic year:

-  1 Attend the Fall General Assembly with all assigned voting member spots filled. To learn how many voting members are assigned to your campus, reach out to Matt Gutsch at mgutsch@leadmn.org.
-  2 Make a donation to the LeadMN January Scholarship Gala silent auction.
-  3 Attend LeadMN Advocacy Day OR attend a meeting with a state representative/senator scheduled by LeadMN.
-  4 Attend Washington D.C. Summit OR attend a meeting with a regional congressional representative/senator scheduled by LeadMN.
-  5 Submit your Student Senate Bylaws to the LeadMN office.
-  6 Have at least one campus representative present at three of the four following conferences: September Student Leadership Conference, Minnesota Student Leadership Summit, Regional Meeting, or January Student Leadership Conference.
-  7 Attend the student senate meeting of another campus OR partner with another student senate in an event/activity outside of LeadMN conferences. Must submit picture of group and 100-word description of meeting/event.
-  8 Submit at least one 300-word nomination in at least five of the nine categories for the LeadMN Annual Awards.
-  9 Set up an informational event to promote the LeadMN Leadership Scholarships. Can be either virtual or in person. Collect contact information from at least 16 non-involved LeadMN students via LeadMN contact information form. Must submit a copy of the completed form.
-  10 Submit at least one student story submission relating to a higher education issue. To submit a story, email Jocelyn Roof at jroof@leadmn.org.
-  11 Host a food, clothing or textbook drive on your campus. Must submit event promotion material and an overview of the event to LeadMN.
-  12 Host a voter registration day or voter education day for your campus. Must be non-partisan. Can be either virtual or in person. Must submit event promotion material and an overview of the event to LeadMN.

Conference Information

Incoming Leader Training LeadMN Office	August 13th-14th, 2022
Heart of the Leader Training LeadMN Office	September 24th-25th, 2022
September Conference Virtual	September 29th, 2022
October Student Leadership Conference Hilton, Minneapolis-Saint Paul Airport	October 21st-23rd, 2022
Northern Regional Meeting Location TBD	November 12th, 2022
Southern Regional Meeting Location TBD	November 19th, 2022
Metro Regional Meeting Location TBD	December 3rd, 2022
January Student Leadership Summit Brooklyn Center, MN	January 5th-7th, 2023
LeadMN Scholarship Gala Brooklyn Center, MN	January 6th, 2022
Advocacy Day Saint Paul, MN	February 20th-21st, 2023
D.C. Summit Washington, D.C.	March 12th-14th, 2023
Spring General Assembly Breezy Point, MN	April 28th-30th, 2023

Get Involved

Scholarships

Scholarships LeadMN offers 11 different scholarships: four are leadership-based, five are for technical college students, one is for a student attending one of the five Northeast Higher Education District colleges, and one for students attending a Minnesota State college or university. Each have their own qualifications and criteria. The LeadMN Leadership Scholarship is our most highly sought-after scholarship. Applicants with a 3.0 GPA are automatically eligible for the McCormick Leadership Scholarship, which will only be awarded in November for the following spring semester. The third leadership-based scholarship is the Dr. Steve and Darla Frantz Leadership Endowed Scholarship. Preference will be given to students who are serving or have served in good standing in any branch of the United States Military or other U.S. national service and have exhausted federal and state service-related education benefits, excluding the Minnesota GI Bill. This scholarship will only be awarded in May for the following fall semester. The fourth leadership scholarship is the Linda Olson Memorial Scholarship which is awarded both semesters. Each scholarship has specific criteria a student must meet and application documents to be completed and submitted. Please read the directions very carefully for each scholarship. If an application is received and is missing a required document, you will be disqualified.

If you have any questions, please contact LeadMN Associate Development Officer & Scholarship Manager, Joyce Petsch.

Scholarship Deadlines

November 1 at 11:59 pm: Awarded for the following spring semester

April 1 at 11:59 pm: Awarded for the following fall semester

Visit www.leadmn.org/scholarships to learn more about each scholarship and access the application.

Scholarship Weeks

Help us promote scholarships on your campus! Every year, LeadMN gives out thousands of dollars to students and we want students at your campus to know about the opportunities. Table during the fall and spring semester scholarship weeks and have students sign up to receive more information. Use scholarship week to also engage and recruit more students into your student senate.

Fall Scholarship Week: October 10 - 17, 2022

Spring Scholarship Week: February 27 - March 3, 2023

For more information about the scholarship weeks, contact LeadMN Public Relations Coordinator Henri Mingo at prc@leadmn.org or LeadMN Associate Development Officer & Scholarship Manager, Joyce Petsch at jpetsch@leadmn.org.

Campaigns

Every year, LeadMN prioritizes topics that we will run grassroots campaigns on. This year we plan to focus on College Affordability, Equity & Inclusion, and Basic Needs.

College Affordability

With major declines in enrollment during the pandemic, ensuring that college remains affordable and accessible is critical to the success of students, the state, our workforce, and our local communities. One of students' single greatest barriers to pursuing their postsecondary education is still the cost. In a November survey conducted by LeadMN in which nearly 7000 current students responded, 42% said they considered stopping classes in the past six months. Financial pressure (cost of attendance) was the second most chosen reason (18%) for why students considered stopping classes, and was double the number of students who chose Covid-19 as their top reason. Join us in advocating to make college affordable for everyone.

Equity & Inclusion

LeadMN Equity and Inclusion cultivates and organizes support, resources, workshops, a multicultural curriculum and a variety of services and programming to facilitate growth and development opportunities for our diverse student groups and communities. As part of our dedication to empowering students, we encourage all student communities to join in accessing these opportunities and resources.

Basic Needs

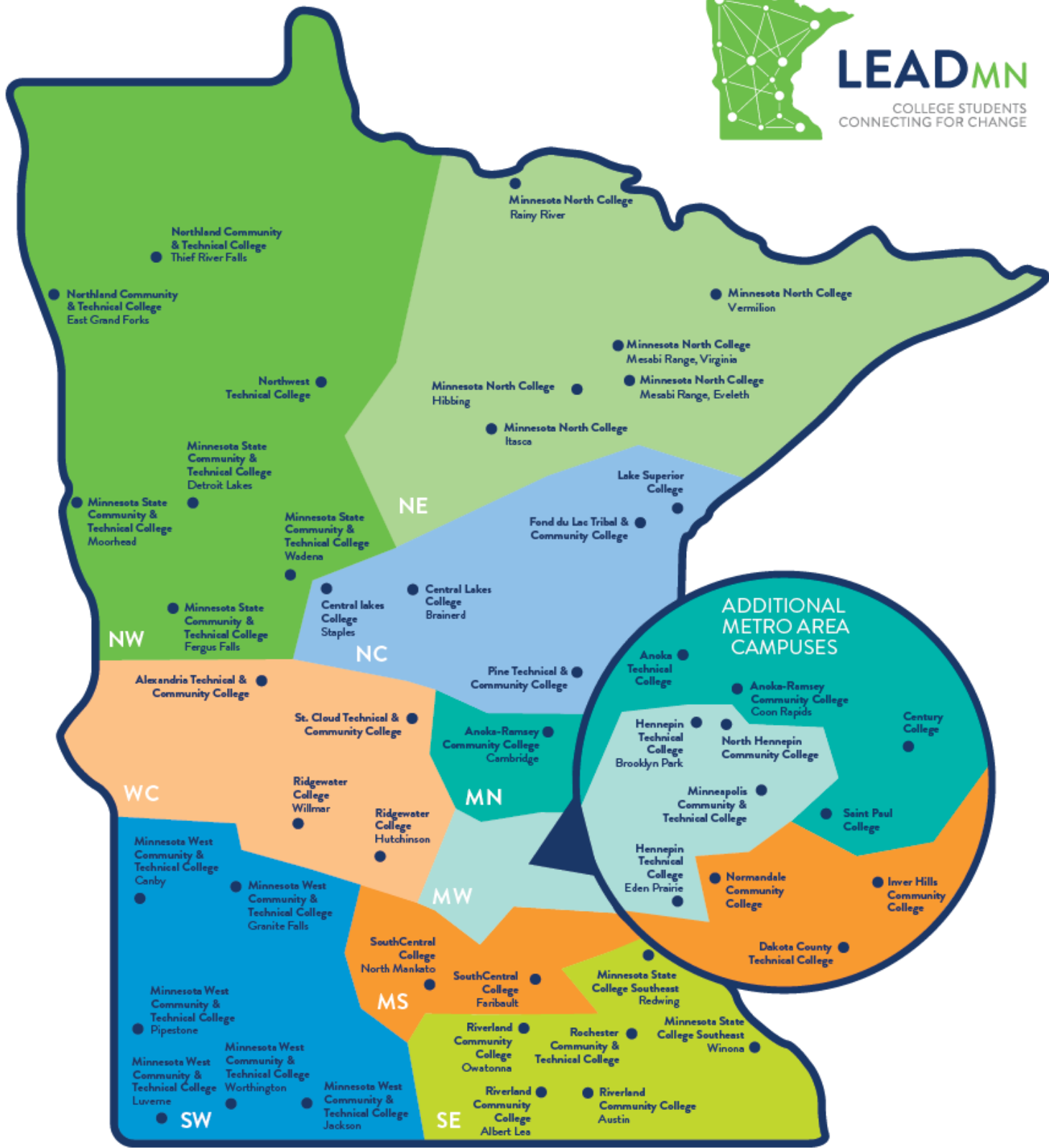
For many students the greatest barriers to their success come not from the classroom, but from addressing their own basic needs or mental health challenges. The experiences of the pandemic have further highlighted the importance of providing resources and information to students that reduce the burden of food insecurity, housing insecurity, homelessness, and mental health on their postsecondary success. Join us in supporting student basic needs by encouraging campuses to support the Hunger Free Campus initiative, advocating for mental health support, and working to hire a Benefits Navigator to help students access resources.

Statewide Committees

Are you interested in networking, professional development, and buffing up your resume? LeadMN is looking for bright, motivated, and passionate students to serve on statewide committees. There are a few internal LeadMN committees, such as the Diversity Committee, Steering Committee, Fiscal Committee, and ad-hoc communications committee. There are also Minnesota State committees that meet roughly four to five times a year. They cover a wide array of topics including technology, policy, student affairs, global education, and more. All committees offer travel reimbursement and an option to call in.

Visit www.leadmn.org/committees to find out more and apply.

A Guide to Our Regions



A GUIDE TO OUR REGIONS

	NORTHWEST		WEST CENTRAL		METRO SOUTH
	NORTHEAST		SOUTHWEST		METRO WEST
	NORTH CENTRAL		SOUTHEAST		METRO NORTH