

The Annual Lifecycle in a Student Association

Summer

- You should be spending this time growing as a team, getting to know one another, and setting goals for the coming year
- You probably won't be doing any events during this time, so it is a great period to work on projects and get yourself introduced to those around the university that you'll be working with
- If you are incorporated, you must send in your new incorporation documents with the names of your board right away.
- If you run events with alcohol, make sure to get started on liquor permits right away! The summer is a great time to do this while you are not in school and have some more free time to wait at the variety of offices.
- Make sure your audit is completed and submitted on time and that you have gone to the bank to change signing officers.
- What sort of things do you want to get done for yourself in the summer?

Late-August through mid-September

- This will be, without fail, the absolute busiest time of the year for you.
- Get prepared for long days and longer nights.
- You will be welcoming in new students via Orientation Week.
- This is the best (and sometimes only) time to get people hooked in volunteer opportunities in your association; make sure to have this all lined up and create clear paths for people to get involved.
 - o If you wait too long, people will setup their schedule for the year without you!
- Make sure to run your "get to know us" events during this time. Students are the most free during this time, and it is the easiest time of year to get people engaged in your student societies.
- Go to as many welcome events as possible!
- What sort of events do you think you would want to run during this time? What sort of organizing time would you need to make sure that these events happen on time?

Late-September through end of first semester

- Your councils and execs should be meeting in their regular pattern by now.
- Make sure to hook potential volunteers; if they signed up to be involved, reach out to them ASAP! If you forget to email them right away, they will lose interest or feel that you are not interested.
- Make sure to support your other execs with assignments and midterm time management. Remember that school comes first, and you should be helping to keep the balance of school and student society both healthy and productive.
- Your bigger events will start to take place during this period. Make sure that you are planning well in advance, setting strong budgets, and keeping in touch with your members on a regular basis.
- This is the "maintenance" phase. What would you do to keep your members engaged on a regular basis throughout this period?

- Your members will also head into final season; what sort of events would you like to offer them to keep stress manageable and mental health in check?
- This is also the referendum period, so make sure to get your questions up on time and in-line with your governance documents. Also make sure to pass questions by the DPSLL office and send the results around when they are over.

January through mid-February

- You have another opportunity to re-engage students and get them involved in volunteer opportunities. Don't be afraid to re-run some engagement events from first semester.
- Make sure to keep engagement at a regular level. You will start to tire out, but you should renew your connections with your executive team; it might be a good idea to have a quick weekend retreat or to have a dinner together.
- Don't forget that there is a group of new students that start at McGill in January and that transfer and exchange students will also be starting now too; make sure to have events that support these students! What sort of events would you want to run to welcome students in the middle of the year?

Mid-February through end of second semester

- You should be wrapping up your year!
- If you need another referendum period, do it during elections if you are allowed.
- Elections will take place, and you should make sure you have a strong transition process in place. Make sure to wrap up your work alongside your incoming executive team.
- Say thank you to all of your volunteers! Have events to thank them or make them small gifts. You want these people to return in the coming year.
- Make sure that you are sending your new executive information to those that you work with.
- Write your exit reports, and make sure your volunteers and committees are all doing the same.
- What are some good ways to thank volunteers at the end of the year?