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The following is a calendar of suggested things to do, as an advisor to senate. It was developed by UNI Hall Coordinator David "Schmiddy" Schmid.

### **APRIL**

- After elections have been held, hold a social for the outgoing executives and the incoming executives to pass the torch. Also, have each outgoing exec meet with the incoming executive to explain their binders and the processes they go through weekly. This includes taking the new President to President's Council and attending any other meetings that are required
- Gather information for the summer. Determine if the execs would like to get together over the summer for a fun retreat!

### **JUNE**

- Hold retreat, if at all possible.

### **JULY**

- Send letters to each Senate Executive talking about the year ahead and plans for summer. Also, remind them about moving in early so that they can work during opening selling Video Club Memberships or be involved and visible in other ways. This has been a huge success in the past as it has bonded the group and also encouraged them to meet all of the incoming residents!

### **AUGUST**

- Host an initial meeting/social for Senate Executives on the night before opening. Talk about the process for opening and also just get them reacquainted with each other and you.
- During training, discuss advising with the RAs. This has always included a returner who had a great deal of success with their house government talk about how they were successful. In addition, I stress the importance of delegation and feedback with their house leaders.
- Set up weekly meetings with the Hall President, Hall Secretary, and Hall Treasurer. The NISG Representative and RIB Representatives can schedule meetings as necessary. These one on ones begin immediately.
- Set up bi-weekly schedule with the executive group of alternating senate meetings and executive meetings.
- If positions need to be filled, elections are held immediately. This is the case for both house and hall positions.
- Plan the initial senate retreat for the second Sunday evening. Each Executive member has a responsibility in the execution of the event. Our retreat's aspects are as follows:
  - In attendance-all senate execs, house representatives, and RAs.
  - Agenda
    - 1) All group ice breaker
    - 2) Each house leadership group meets to go over expectations and goals, turning in a completed sheet listing each of the responses to the discussion.
    - 3) Social time with pizza and soda served.
    - 4) The executives and house representatives split off and plan out the Senate meetings, in addition to determining committee assignments and discussing goals. The RAs are free to go, unless they are an advisor to one of the groups.

### **SEPTEMBER**

- RA one on ones are focused on house development and house officers.
- A note of encouragement is sent to the Execs thanking them for a job well done during opening
- Senate begins its regular schedule. One on ones with the senate execs are focused on feedback as to how they can improve their performance in the position. The large group meetings are kept light with occasional inserted humor, but it is stressed how important it is to take information back to their house meetings. In addition, it is an expectation that a

house meeting take place within three days of a senate meeting for that exact purpose.

- A "development opportunity" is discussed for Senate and the Senate execs. This can be a simple meal in my apartment, bowling, paintballing, anything that gets them out as a group and continues the initial bonding process.

## **OCTOBER**

- Celebrate Student Leader Appreciation Week with a note and small token of my appreciation. RAs handle appreciation for all of their house members while I handle the appreciation of the Senate Execs and the Senate.

- Challenge the group to make sure they are reaching their goals. Talk individually to members who are failing to attend meetings and also work through their RAs to talk with the individual to hold them accountable.

## **NOVEMBER**

- Elections for spring semester are held, if needed. While the new constitution does not include the requirement that a Senate Exec needs to be re-elected, they do have

the option to step down from their position and it is something that I would challenge a poorly performing member to consider. The same thing applies to all house officer positions.

- Continue to appreciate members as needed.

## **DECEMBER**

- Gather execs for a celebration dinner.

- If there are new execs, gather both the old and new for a social to pass the torch. Also, have each outgoing exec meet with the incoming executive to explain their binders and the processes they go through weekly. This includes taking the new President to President's Council and attending any other meetings that are required

- Talk about times for spring semester

## **JANUARY**

- Host an initial meeting/social for Senate Executives to get reacquainted and have fun.

- Again, during training, discuss advising with the RAs.

- Set up weekly meetings with the Hall President, Hall Secretary, and Hall Treasurer. The NISG Representative and RIB Representatives can schedule meetings as necessary. These one on ones begin immediately.

- Set up bi-weekly schedule with the executive group of alternating senate meetings and executive meetings. Plan the initial senate retreat for Martin Luther King Junior Day evening. Each Executive member has a responsibility in the execution of the event. Our retreat's aspects are as follows:

- In attendance-all senate execs, house representatives, and RAs.

- Agenda

- 1) All group ice breaker

- 2) Each house leadership group meets to go over expectations and goals, turning in a completed sheet listing each of the responses to the discussion.

- 3) Social time with pizza and soda served.

- 4) The executives and house representatives split off and plan out the Senate meetings, in addition to determining committee assignments and discussing goals. The RAs are free to go, unless they are an advisor to one of the groups.

- RA one on ones are focused on house development and house leaders.

- Senate begins its regular schedule. One on ones with the senate execs are again focused on feedback as to how they can improve their performance in the position. The large group meetings are kept light with more inserted humor.

- A "development opportunity" is discussed for Senate and the Senate execs. This can be a simple meal in my apartment, bowling, paintballing, anything that gets them out as a group and continues the bonding process while welcoming new members at the same time.

## **FEBRUARY**

- Challenge the group to make sure they are reaching their goals. Talk individually to members who are failing to attend meetings and also work through their RAs to talk with the individual to hold them accountable.

## **MARCH**

- Celebrate Student Leader Appreciation Week with a note and small token of my appreciation. RAs handle appreciation for all of their house members while I handle the Appreciation of the Senate Execs and the Senate.
- Challenge the group to make sure they are reaching their goals. Talk individually to members who are failing to attend meetings and also work through their RAs to talk with the individual to hold them accountable.

## **APRIL**

- Elections for spring semester are held.
- Meetings wind down and closure opportunities are discussed for both groups
- I host a final dinner for the Senate Execs.

## **Community**

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