Transitioning Your Club Leadership Information

In order to keep the success of our amazing clubs going as we advance from one academic year to another, here are some things that you should do as soon as possible whenever you have a change in club leadership!

**Club Leaders Listserv**

It is imperative that someone from your club is subscribed to the Club Leaders listserv to receive important deadlines regarding funding submissions, Activities Fairs, and other club news. We recommend the President and Treasurer, but this can be unlimited. If you are not already part of the Club Leaders listserv, go to the link below, log in with your Brandeis Unet and click on the bottom left where it says “subscribe:”

https://lists.brandeis.edu/wws

Once subscribed, you will get emails regarding Allocation Board submission information, Treasury deadlines information and other information imperative to being a club leaders at Brandeis. This is also where registration for the Activities Fair in the Fall and the Winter Involvement Fair will be announced.

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**Club Website**

Every club has a page that appears on the Brandeis “Student Clubs and Organizations” page, which provides general information about the club. You can find this at www.brandeis.edu/clubs. You should review this and make sure that this information is up-to-date. To update or edit this, you will need to fill out the “Club Google Site Update Anti-Hazing Acknowledgement Form” on the Student Activities home page (www.brandeis.edu/activities).

Your constitution will need to be emailed to the Department Coordinator. If you want to change something about your club (for example what category your club is listed under), specify this as well.

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**SUMS Access**

You should make sure that the new leadership specifically the treasurer or financial leader, has the most current SUMS Login and password. If you have forgotten your username and/or password for SUMS, email clubfinance@brandeis.edu.

It is helpful to sign into your SUMS account to make sure that it is functioning properly. This will help you in the future. Make sure to note the login and password securely.

You should also update the club leader information in SUMS. To do this, go to the SUMS at www.brandeisweb.com and
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1. Click the “Club” tab
2. Click the “Club” subtab
3. Click on your club name
4. Click “Edit”
5. Fill out the positions and contact email accordingly
6. Hit “Save and Close”

Update Listserves and Listserve Administrators

A ListServ is an email list for your club so you can send messages about upcoming meetings and events or other announcements. People interested in joining your club can add themselves to the listserv (or be added by a club administrator) to keep informed. ListServs usually follow the format of:

clubname@lists.brandeis.edu

Learn how to maintain the list and adjust the settings by looking at the following page on the LTS website:  [http://lts.brandeis.edu/techhelp/content/mailing-lists.html](http://lts.brandeis.edu/techhelp/content/mailing-lists.html)

In order to make the appropriate individuals Owners, Moderators and Administrator on your listserv page, you will need to:

1. Log in to lists.brandeis.edu.
2. Click on “admin” next to your club name on the left panel.
4. Click “List Definition”
5. Add leaders under “Owner” and “Moderator,” editing the preferences to your liking.

For more information or assistance, see item 7: How To Edit lists.brandeis.edu

If you are having trouble editing the listserv for your club, contact the Help Desk through Library and Technology Services. You can call them at the following number, or visit them in person at the Goldfarb Library.  Goldfarb Main Library, Level 1  781-736-4357 (x6HELP)

Constitutional Changes

If one of your club projects over the summer is to review and make changes to your club constitution, please understand that to make any big changes to your club, you will need to contact the Senate and attend a senate meeting. Email the club support committee chair (contact info can be found on the Student Union website) and let them know what you are hoping to change, for example, your club name or constitution. They will provide further directions and have your present your case at a senate meeting.
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If your changes are approved, make sure to update your club page if necessary. Steps for this can be found under item 5: How to Create/Edit a Club Page

Club Storage and Access

If your club has storage and club property in either Club Lockers or in Club Storage in East Quad, please make sure that you are connecting with Student Activities in order to have storage spaces reassigned to the new leaders of the clubs. Any keys for lockers, offices, etc. will need to be passed to the future leaders. If keys needed to be re-cut or new locks installed, it will be charged to the club.

Keys and other Club Property

If club leaders have keys or codes for offices, club lockers, or other storage areas, please make sure that these keys are passed on to future leaders or passed into the Department of Student Activities. If keys needed to be re-cut or new locks installed, it will be charged to the club.