



## Student Senate 37 – Club Affairs Committee

### Rubric Breakdown

## Preliminary Interview

*Total Points: 100 | Minimum Score to Pass: 70/100*

### **Mission of the Organization (15 Points)**

- Excellent (15 Points): Mission is clearly defined, aligns strongly with Lehigh's values, and is wholly unique in its contribution to campus life.
- Satisfactory (7-14 Points): Mission is somewhat clear, aligns with Lehigh's values, but lacks uniqueness.
- Needs Improvement (0-6 Points): Mission is vague, does not align with Lehigh's values, or lacks clarity.

### **Need for Senate Recognition (15 Points)**

- Excellent (15 Points): Club requires Senate recognition in order to grow, operate, and function.
- Satisfactory (7-14 Points): Senate recognition helps the clubs achieve its goals, but is not entirely necessary for the club to grow, operate, and function.
- Needs Improvement (0-6 Points): Club's ability to grow, operate, and function is unchanged with Senate recognition.

### **E-Board Structure (10 Points)**

- Excellent (10 Points): Leadership roles are well-defined with a strong transition plan, 100% of the executive board attends Club Affairs Interviews.
- Satisfactory (5-9 Points): Leadership roles are poorly defined and/or transition plan needs improvement, 75% of the executive board attends Club Affairs Interviews.
- Needs Improvement (0-4 Points): Leadership roles are unclear, and no transition plan exists, less than 75% of the executive board attends Club Affairs Interviews.

### **Goals for Trial Period (15 Points)**

- Excellent (15 Points): SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound) are well-articulated.
- Satisfactory (7-14 Points): Goals are somewhat clear but lack one or two of the SMART attributes.
- Needs Improvement (0-6 Points): Goals are vague, unrealistic, or lack a structured plan. Lacks three or more of the SMART attributes.



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#### **Recruitment Strategies (10 Points)**

- Excellent (10 Points): Inclusive, well-developed recruitment strategy with outreach plans.
- Satisfactory (5-9 Points): Basic recruitment strategy with inclusivity and outreach.
- Needs Improvement (0-4 Points): Poor/unclear recruitment strategy and/or a lack of inclusivity in the recruitment process.

#### **Benefit to Lehigh Community (15 Points)**

- Excellent (15 Points): Clear and significant positive impact, strong collaboration with other organizations.
- Satisfactory (7-14 Points): Moderate impact and/or some collaboration efforts.
- Needs Improvement (0-6 Points): Little to no demonstrated benefit to the community.

#### **Communication Plan (10 Points)**

- Excellent (10 Points): Transparent and accessible communication strategies internally within the executive board, as well as external communication to the general club body.
- Satisfactory (5-9 Points): Some communication strategies in place, but internal and/or external communication could be improved.
- Needs Improvement (0-4 Points): Poor or unclear communication strategy.

#### **Passion and Commitment (10 Points)**

- Excellent (10 Points): Leadership demonstrates strong dedication, vision, and enthusiasm. The entire executive board is engaging with the mission of the organization.
- Satisfactory (5-9 Points): Some level of commitment, but leadership vision is unclear and/or some of the executive board is not engaging with the mission of the organization.
- Needs Improvement (0-4 Points): Lack of dedication or passion in leadership and the executive board is not engaging with the mission of the organization..



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## Final Interview (After 6-Week Trial)

*Total Points: 150 | Minimum Score to Pass: 105/150*

### Progress Toward Goals (25 Points)

- Excellent (25 Points): All SMART goals met and attained within the trial period.
- Satisfactory (13-24 Points): Some progress made toward SMART goals.
- Needs Improvement (0-12 Points): Little to no progress toward goals.

### Membership Growth & Engagement (20 Points)

- Excellent (20 Points): Significant growth in active members and high participation in activities.
- Satisfactory (10-19 Points): Some growth and engagement, but inconsistent.
- Needs Improvement (0-9 Points): Little to no increase in membership or engagement.

### E-Board Performance (20 Points)

- Excellent (20 Points): Effective leadership, teamwork, and accountability. 100% of the executive board attends Club Affairs Interviews.
- Satisfactory (10-19 Points): Some effectiveness and/or leadership structure needs improvement. 75% of the executive board attends interviews.
- Needs Improvement (0-9 Points): Poor leadership, lack of accountability and/or less than 75% of the executive board attends interviews.

### Event Planning & Execution (20 Points)

- Excellent (20 Points): High-quality, well-attended events with positive feedback.
- Satisfactory (10-19 Points): Events planned, but with mixed success in execution or attendance.
- Needs Improvement (0-9 Points): Poorly executed events, low engagement.

### Communication & Transparency (15 Points)

- Excellent (15 Points): Strong internal and external communication, keeping members informed.
- Satisfactory (8-14 Points): Some communication efforts, but gaps exist.
- Needs Improvement (0-7 Points): Poor communication, members are uninformed.



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#### **Benefit to Lehigh Community (25 Points)**

- Excellent (25 Points): Clear and significant positive impact, strong collaboration with other organizations.
- Satisfactory (13-24 Points): Moderate impact and/or some collaboration efforts.
- Needs Improvement (0-12 Points): Little to no demonstrated benefit to the community.

#### **Financial Responsibility (10 Points)**

- Excellent (10 Points): Proper budgeting and effective use of funds
- Satisfactory (5-9 Points): Some financial responsibility with minor issues.
- Needs Improvement (0-4 Points): Poor budgeting, did not meet with the Coordinator in the Office of Student Involvement to be trained on club and organizations' financial procedures

#### **Feedback & Improvement (15 Points)**

- Excellent (15 Points): Actively seeks and implements feedback for improvement.
- Satisfactory (8-14 Points): Open to feedback but slow to make changes.
- Needs Improvement (0-7 Points): Resistant to feedback or unwilling to improve.

\*A zero allocated in any section of the final interview rubric shall result in the immediate disqualification of the organization for recognition that semester. This includes failing to meet with the Assistant Director of Clubs and Organizations and Coordinator of Student Clubs and Organizations.

\*\*If an executive member is unable to attend for any of the mandatory meetings, it is paramount that the Club Affairs Committee is informed of their absence and reasoning behind it. Failure to do so may result in critical standing of the organization.

## **Final Committee Decision**

- Approved for Full Recognition
- Not Approved (Can Reapply Next Semester)