University of San Francisco
School of Law
Student Leadership Retreat

August 17, 2019
Board Governance

Mission and Bylaws

Meetings and Minutes

Institutional Knowledge and Succession Planning
Mission and Bylaws

Mission/Purpose

Bylaws/Rules and Regulations

Officers/Elections
Meetings and Minutes

- Planning a Meeting
- Drafting an Agenda
- Minutes and Follow-up Action Items
## Institutional Knowledge and Succession Planning

<table>
<thead>
<tr>
<th>Institutional Knowledge</th>
<th>Succession Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Past Leadership</td>
<td>● Current Leadership</td>
</tr>
<tr>
<td>● Current Leadership</td>
<td>● Future Leadership – Creating a pipeline</td>
</tr>
<tr>
<td>● Organization documentation</td>
<td>● Documentation and memorialization</td>
</tr>
<tr>
<td>● Past and Current Faculty/Staff Advisors</td>
<td>● Outreach</td>
</tr>
<tr>
<td></td>
<td>● Utilizing faculty/staff advisors</td>
</tr>
<tr>
<td></td>
<td>● Handing off the organization</td>
</tr>
</tbody>
</table>
Questions

Please contact me with any questions:

Ellen Strauss
Associate Director, Career Services

Kendrick Hall, 3rd Floor, Room 336

esstrauss@usfca.edu