

THE WOODSIDE BOSA HANDBOOK



PREPARED
BY
ETHAN LAU

Leadership
30 July 2021

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About This Handbook

Before you begin reading this handbook, I want to explain a few things that may prove helpful to you:

1. This handbook is organized into THREE PARTS in the following order: *Things for before the school year. Things for the whole year. Things for events during the year.*
2. This handbook is a **GUIDELINE** for administration and document organization. There is no right or wrong way to run the Board of Student Affairs or the Leadership Program. However, as I quote an analogy of one of the Student Activities Directors of my tenure, “it is nice to have the outlines of a colouring book if you are not an artist.” In summary, it is my hope this provides some insights from previous BOSA teams.
3. Try to keep things organized in the BOSA Items folder for future BOSA teams. Make your work look amazing so you can show off a bit to your successors!! 😊

Now that that is out of the way, I hope you find this useful and the table of contents is on the following page. Go Wildcats!! 😊🐾

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Distribution: Accessible to the Board of Student Affairs.

*Accessible at any time.

| THE WOODSIDE BOSA HANDBOOK |

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of the Board of Student Affairs*

FOR : *The Board of
Student Affairs*

SUBJECT : THE WOODSIDE BOSA HANDBOOK

I. THINGS FOR BEFORE THE SCHOOL YEAR**Freshmen Assembly**

The Freshmen Assembly is our welcome to your school year's freshmen class.

- See Freshmen Assemblies from previous years in BOSA's [working folder](#).
- If you want to make Final Presentations public, put them in your year's [presentation folder](#). See [2020 - 2021 presentation folder](#) for formatting.

Freshmen Class Board

The Freshmen Class will NOT have Class Board Officers until Freshmen elections. BOSA must hold Freshmen Class Board meetings until Freshmen Officers take office.

- See Freshmen Class Boards from previous years in [working folder](#).
- If you want to make Final Presentations public, put them in your year's [presentation folder](#). See [2020 - 2021 presentation folder](#) for formatting.

Leadership Public Folder

The [Leadership Public Folder](#) IS VERY IMPORTANT. It is the entire student government's PUBLIC archive. For example, this is where the **RATIFIED** Constitution or BOSA meeting minutes are publicly available. It is good practice to keep this updated.

- All BOSA/Leadership Program logos for download: [Logos folder](#).
- Public [Projects, Proposals, & Bills folder](#) here if publication is desired.

- | |
|--|
| <ul style="list-style-type: none"> • Publish APPROVED meeting agendas in Agenda folder here. <ul style="list-style-type: none"> ○ Format: XXXX-XXXX XX BOSA Meeting Minutes YRMMDD
ex: see 2020 to 2021 Minutes for examples |
| <ul style="list-style-type: none"> • Publish APPROVED meeting minutes in Minutes folder here. <ul style="list-style-type: none"> ○ Format: XXXX-XXXX XX BOSA Meeting Minutes YRMMDD
ex: see 2020 to 2021 Minutes for examples |

Do **NOT** share or add **shared** Google Folders or Google Docs into the [Leadership Public Folder](#) under any circumstances. **ONLY** the bosawhs@gmail.com account should have access and ownership status of files or folders in the public folder.

Student Government Website

As of 2020, the Woodside Student Government has an active page on woodsidehs.org. **BOSA members can change the student government webpage** by editing the Google Docs in the [Student Government Website Page folder](#) and [Board Member Biographies folder](#).

- Website links: bit.ly/whsbosa, bit.ly/whsstudentgov (both bit.ly's registered under bosawhs@gmail.com)
- DO NOT delete anything in** the [Student Government Website Page folder](#) and [Board Member Biographies folder](#) under any circumstances (Deleting these Google Docs will make the Student Government webpage **INOPERABLE**).

UPDATE YOUR CLASS BOARDS

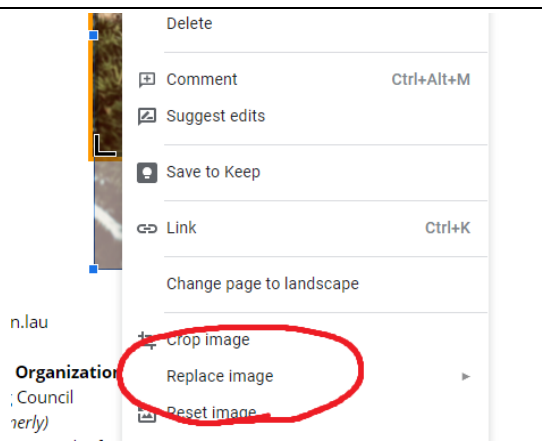
- Go to [Page: Student Government -> Class Boards](#)
- Follow the example image to the right:
 - Replace officer names circled in **RED**.
 - Replace Class Advisor(s) circled in **BLUE**.
 - Replace meeting place circled in **GREEN**.
 - Replace Class Instagram circled in **PURPLE**.
 - Replace class circled in **DARK BLUE**.
- Check [Class Board Page](#) after five minutes for updates.



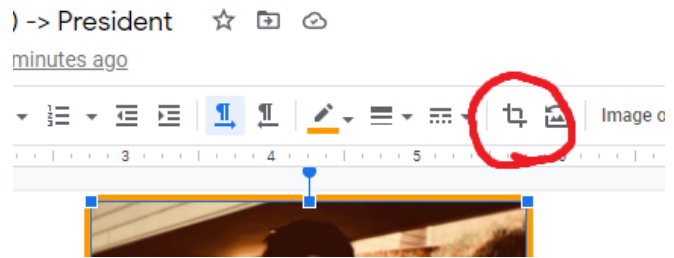
ADD YOUR BOSA BIOGRAPHIES

- Go to [Board Member Biographies](#)
- Open Doc associated with Board position.
- Replace *Name, Contact Information; Committee, Programs, & Organizations; and Biography* as needed.
- How to replace profile picture on next page:

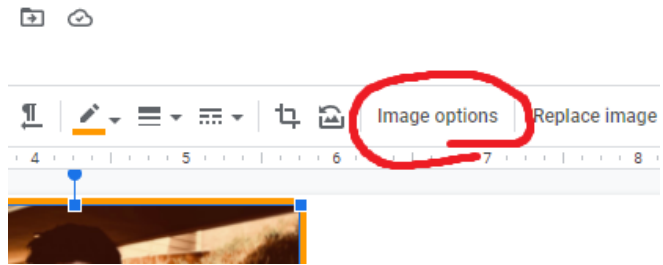
- Right-click the image and a menu should appear (shown in example to the right). Look for **“Replace Image”** and replace the image with your profile picture.



2. Crop your photo as you so desire by clicking the “**crop button.**”



3. After cropping, click “**image options.**” Under “**size and rotation,**” make sure the width is exactly 3 inches and make sure the image is centered on the page.



The Constitution

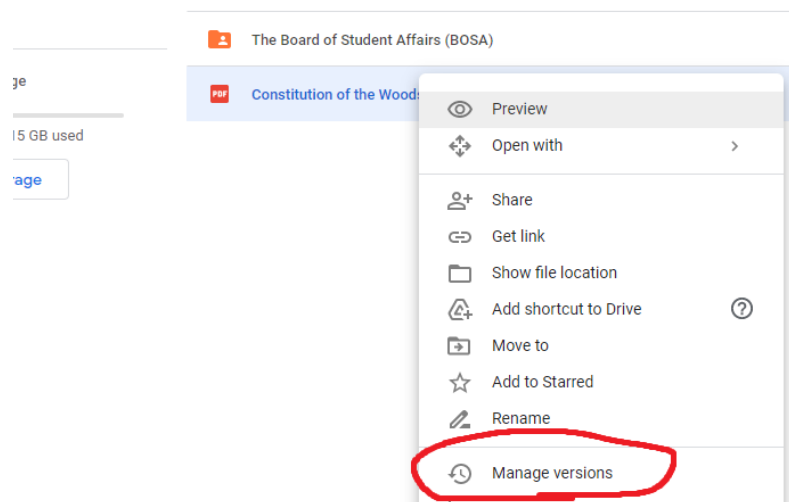
The **RATIFIED OFFICIAL** Constitution of the Woodside High School Student Body is located in the [Leadership Public Folder](#). **DO NOT delete this file** to replace the file; deleting this pdf will screw up hyperlinks on the website.

UPDATING THE CONSTITUTION

If the **OFFICIAL Constitution needs an update** (*EX. amendments*), see the following:

1. Open the [Leadership Public Folder](#) on the bosawhs@gmail.com account (folders inside Leadership Public Folder should be coloured).

2. Right-click the PDF file and a menu should appear (shown in example to the right). Look for “**Manage Versions**” and click it.



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3. Click on “upload new version” and upload a new copy of the Constitution. Format **MUST** be **PDF format**.

Manage versions

Older versions of 'Constitution of the Woodside High School Student Body.pdf' may be deleted after 30 days or after 100 versions are stored. To avoid deletion, open the context menu on the file and select **Keep forever**. Versions are displayed in the order they were uploaded to Drive. [Learn more](#)

UPLOAD NEW VERSION



Current version Constitution of the Woodside High School Studen...
May 25, 2:26 PM BOSA Woodside

The **EDITABLE UNOFFICIAL CONSTITUTION** that is **NOT** ratified is located in the bosawhs@gmail.com's “my drive” and a shortcut is in the [BOSA Items Folder](#).

- Use this copy for drafting amendments.
- This copy is **NOT ratified** so it is **NOT** the official and public copy. See [Updating the Constitution](#) above on how to update the official and public PDF.

II. THINGS FOR THE WHOLE YEAR

[BOSA General Files](#)

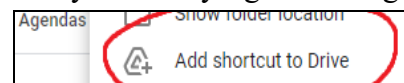
- What is in it?
 - [Senator Descriptions](#)
 - [Leadership Expectations](#)
 - [Leadership Themes](#)
 - Other stuff
- Basically, everything specifically related to all BOSA teams that I could not fit into other folders.

[BOSA Items Folder](#)

- **This is where EVERYTHING is.** All your's and previous year's BOSA stuff is.
- Most things categorized by year so you can easily see how groups have done things in the past
- Recommendation: Try to use the formats shown in folders or suggested in this handbook to keep some consistency.

[Your Year's BOSA Folder](#)

- This is where you can put things tailored specifically to your year that do not really fit in with the rest of [BOSA Items folder](#) (*Label EX. “17-18” or “20-21”*)
- You can add shortcuts to say [State of the School](#) for easy access by right-clicking any Google Folder or Google Doc and clicking on:



BOSA Meetings

MEETINGS vs WORKSHOPS:

- **Meetings** are **once a month** (usually first week of any month as needed).
 - **For big approvals** like *State of the School, Budget, or Amendments* that need voting for approval.
 - Meetings **MUST** have **minutes** that will be publicized.
- **Workshops** for all non-meeting weeks to work on things.
 - **Minutes not required**, but recommended.
 - Workshop minutes must be separate from meeting minutes).
 - Minutes cannot be publicized, stuff that occurred can be referenced in Meeting Open Forums.

Recommendation: **ONE** meeting per month. Workshops for all other weeks (EX. [see this item](#)).

MEETING AGENDAS AND MINUTES

- Agendas and minutes **MUST** be publicized ([Click here for INSTRUCTIONS](#)).
- Publish Agendas in [Agendas BOSA Public folder](#).
- Publish Minutes in [Minutes BOSA Public folder](#).
- Should be **PDF format**

FOR PRESIDENT/FACILITATOR

1. SETTING DATES:

- **RESPECT Board member's TIME.** Schedule meetings/workshops **in advance**.
- Use **Google Calendar** to send meeting and workshop times and invites.
- The Facilitator should be the one scheduling meetings and workshops.
 - **Recommended:** schedule bulk meeting/workshop dates in advance at one meeting (EX. *Approve all meetings from March to May.* [See this Agenda, item 4, for reference](#)).

2. FACILITATOR:

- **The facilitator is the BOSA President** (for meetings, not workshops).
- The facilitator should develop detailed Meeting Agendas, soliciting all parties.
- Keep meetings focused on Agenda topics at hand. Do not get off topic.
- Should encourage members to stay for the set meeting or workshop time, but should **NOT** hold members afterwards
 - EX. *If meeting time is 1 HOUR, no one has to stay longer than 1 hour.*
- Asks for approval of Meeting Agenda at meeting before opening discussion.
 - Should be published to [Agendas BOSA Public folder](#) after approval.
 - [See page 5 for how to publish Agendas.](#)

3. AGENDAS:

- Agenda template used by 2020 - 2021 BOSA Team available in [BOSA Meeting Files folder](#). Make copies by right clicking the doc and selecting “make copy.”

FOR SECRETARY/RECORDER**MEETING MINUTES:**

- Meeting minutes do **NOT** have to follow a strict format, but **SHOULD** contain the following
 - Meeting date and time.
 - All items on Meeting Agenda.
 - Members and guests present and absent, first and last name.
 - *Optional:* [BOSA Logo](#) either B&W or colour.
 - *EX.* See [BOSA Meeting Minutes](#) or [SDMC Minutes](#).
- Must ensure meeting minutes are approved at next meeting before publishing to the [Minutes BOSA Public folder](#).
 - [See page 5 for how to publish Minutes.](#)

SuperBOSA

- Material used for SuperBOSA by previous years in [SuperBOSA working folder](#).
- Secretary must publish final presentation so student body can view if they missed the meeting (*Constitutional explanation:* [Article III Section III Paragraph 1c](#))
 - Publish final presentations in [BOSA Presentations folder](#).
 - *EX.* See [2020 - 2021 Presentation Folder](#).
- Scheduling:
 - The 2020 - 2021 BOSA decided that SuperBOSA should be during Class Board meetings Wednesday at the beginning of each month.
 - BOSA **MUST** notify Class Boards and clubs of SuperBOSA **AT LEAST** a week before so they can notify their constituents.
 - See [Article III Section III Paragraph 1](#) for **FULL** explanation.

Leadership Class Agendas

- This is for BOSA members and Senators.
- No organization in the Google Folder is particularly necessary. Simply try to keep them in the [Leadership Class Agendas folder](#) and in associated school year folder.

Other things Organized

- [Committees](#)
- [Spirit Points](#)

III. THINGS FOR EVENTS DURING THE YEAR

Leadership Finals

- Yes, you gotta give the Leadership Program sections a final exam.
- Try to make it fun!! 😊
- Previous iterations of the [Semester 1 Winter Final](#) and [Semester 2 Spring Final](#) available.

State of the School

- The State of the School, or SOTS for short, is the end year summary of your BOSA team's term.
- There is no rush to start, but **documenting as much as possible is good practice** so you're not rushing to remember everything at the end of the year.
- Material used for State of the School by previous years in [State of the School working folder](#).
- **Final digital publication after approval** by the Board of Student Affairs **MUST** be deposited in the [public archive for the State of the School reports folder](#).

Other things Organized

- [BOSA/Class Boards](#)
- [Opening All School Assembly](#)
- [Homecoming](#)

Feedback Form: Student Government Webpage

The Student Government Website has a feedback form on the Student Government webpage at bit.ly/whsstudentgov. This feedback form can be found in the [BOSA Items folder](#) labeled green the **[Student Government Webpage Feedback Form](#)**.

- Hitherto the conclusion of the 2020 to 2021 school year, the feedback form has been used, highlighting that the Student Government webpage is **in fact in use by students**.

IV. UTILIZING YOUR S.A.D. ADVISOR(S)

It is important to realise that you, BOSA, are in charge. Your Student Activities Director(s) or S.A.D.s run the program, but as long as you function within the rules, **YOU call the shots. They are your ADVISORS**. Ask them questions, be direct, and do not hesitate to disagree. If following through with a decision is not against any rules and you feel it's right, go for it, even if your Student Activities Director(s) disagree. **Be INDEPENDENT, but NOT rebellious.**

Author's Notes:

I hope that you found this handbook useful and that the information helps your BOSA team start the year. I want to note that many things could not be detailed because of the COVID-19 pandemic preventing the BOSA team of 2020 to 2021 from operating normally. I hope that in subsequent years, your and future BOSA teams will be able to use this handbook to jumpstart your vision for your governmental and leadership term.

I also hope that your and future BOSA teams will have the opportunity to inscribe your wisdom and accounts in this handbook to pass on and facilitate future BOSA teams with their administrative term. Thank you for your time, and go Wildcats!!

Sincerely,



--

Ethan Lau

Former President of the Board of Student Affairs

Class of 2021, Woodside High School

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