



HIGH SCHOOL CHAPTERS

Chapter Leadership Team Responsibilities

Each member of the Leadership Team must:

Complete:

- An in-depth training and planning session provided by HQ
- Consistently meet all responsibilities of a Chapter Leader

Participate:

- In monthly planning meetings to prepare for the Chapter meeting
- In all Chapter meetings
- In Volunteer Project Planning meetings and check-ins
- In yearly fundraiser
- In sharing promises and promises stories

Communicate:

- Routinely with each Leadership Team member and Chapter Advisor
- Openly with the Chapter Relationship Manager

Manage:

- Google Classroom
- Their time– Leaders should expect to spend 6-8 hours a month on their Chapter duties and responsibilities

Individual Role Responsibilities

Chapter Leader

- Coordinate and facilitate Leadership Team planning meetings before every Chapter meeting
- Work with and empower other leader roles and delegate tasks as needed
- Lead workshop facilitation during Chapter meeting and facilitate discussion
- Participate on all leadership Calls with HQ and have open communication with CRM
- Manage Google Classroom and other communication including the Chapter Email
- Oversee documentation and reporting to HQ
- Lead Chapter member recruitment efforts
- Communicate and seek advice with Chapter Advisor
- Manage conflict on team and within Chapter
- Act as spokesperson of the Chapter

Volunteer Project Leader

- Schedule and lead volunteer project planning meetings
- Lead planning of volunteer projects / delegate tasks to leaders
- Submit volunteer project submission form and secure approval
- Present VPP during Chapter meetings
- Outreach to and securing outside partners (if needed)
- Oversee donation efforts for volunteer projects
- Secure venue for project
- Help identify and secure supplies
- Choose project with input from Chapter Advisor and chapter members
- Lead/ Manage day of volunteer project
- Recruit volunteers for event (both members and non-members)
- Submit impact report
- Present service learning and lead reflection discussion
- Collect and compile feedback*
- Help plan transportation to events if needed

Logistics Leader

- Collect completed promise planners
- Collect completed surveys (monthly and posttest)
- Identify, secure and bring equipment and supplies to the volunteer projects and
- Oversee sign in and registration table at volunteer projects
- Print materials for meetups and volunteer projects

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I said
I would.

- Collect attendance at all events/ ensure all students sign in
- Submit all documents to HQ within set timeline
- Help record numbers for impact reports during volunteer projects
- Prepare for volunteer projects and Chapter meetings (materials, paperwork, etc)
- Collect paper waivers and agreements

Fundraising Leader

- Identify fundraiser alongside leadership team
- Plan and delegate tasks for fundraiser
- Submit fundraising approval form and secure approval
- Submit reporting form after fundraiser
- Lead and secure donation efforts for volunteer projects
- Maintain documentation and record expenses & donations for all Chapter events
- Submit expense approval form no later than 10 days after Chapter meeting or Volunteer Project
- Thank donors with thank you cards

Photojournalist Leader

- Take at least 30 photos at all Chapter events
- Run Instagram account (post at least 2x at week)
- Write volunteer project summary to share and post
- Interview volunteers at volunteer projects
- Maintain and protect camera equipment
- Help advertise and recruit volunteers and chapter members
- Upload photos to drive within specified time frame
- Interview, and record (video/photos) for promise stories
- Submit promise stories and website content to HQ

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