

1 BUILD A TEAM





01 INTRODUCTIONS

Get to know each other!
60 minutes

This section will help you set up your first General Members Meeting and recruit others to support your cause!

Tips before you start

- Let people know where and when the meeting will take place. Post a sign on the classroom door to help people find you.
- Make a sign-in list including space for contact info (e.g. email address)
- Bring some snacks/refreshments. People love free food!
- Mingle with whoever comes in before you start. Make them feel welcomed!

Icebreakers

- Have the exec team members introduce themselves
- Ask the group to answer an icebreaker question. Feel free to come up with your own! *E.g. What is your favourite city? Why?*

Presentation

- Presentation by 1UP Fellow(s) (*see Introductory Package on Google Drive*)
- Make sure to go over your school chapter's meeting schedule and structure
- Describe your community challenge

Group discussion (optional)

- Ask the group what they think about the community challenge, or if you don't have a specific challenge yet, the topic you wish to focus on. *E.g. Have you been there? What did you do? How did you feel?*
- Make sure you record their responses and take photos throughout

Admin

- Remind the group when the next meeting is. If you already have a project site in mind, be ready to make a visit in your next meeting.
- Recruit and select people to fill any vacancies in your team. Remember you need at least 4 committed members.



02 TEAM STRUCTURE

Roles and responsibilities

Here is a suggested structure for your executive team. Adapt each role to the person's strengths and interests.

1UP Fellow/President

- Leads, appoints and motivates the executive team
- Manages the chapter project and preside over chapter meetings
- Communicates regularly with 1UP team and Mentor
- Creates and maintains an open and safe environment for all members

Vice President

- Assists the President in leading the executive team and running the chapter project
- Communicates with Urban Minds team as a second point of contact

Treasurer

- Creates and manages a budget for the chapter
- Tracks all revenues and expenses, managing all receipts
- Reports on the state of the chapter's finances

Secretary

- Records attendance at meetings
- Works with executive team to create meeting agendas
- Maintains meeting minutes
- Communicates with all members, students and the public via email, social media and/or other means of communications

Year Representatives (Optional)

- Recruit members from their year
- Communicate ideas, comments and concerns from general members to the executive team
- Contribute to the success of the chapter project



03 SUBMISSION

Submit the following items to your school chapter folder on Google Drive:

1. **Create a new subfolder and name it "Activity 1"**
2. **Upload the following items in the subfolder:**
 - Meeting minutes
 - List of school chapter members (names, positions)
 - Team photo