



Clubs

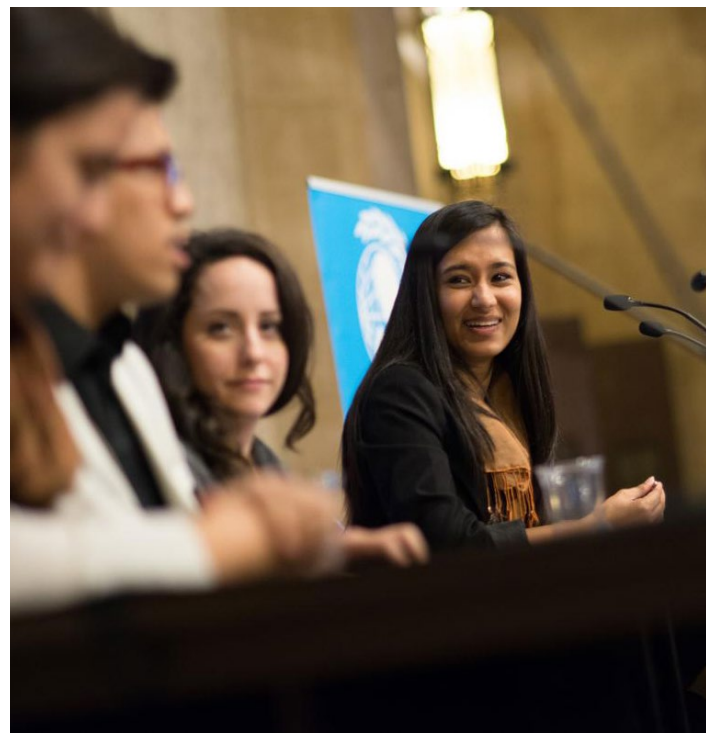
Things to Note

Every UNICEF Club member needs to register as a volunteer at unicefusa.org/volunteer

Leading Your Club

Leadership Responsibilities

- Plan and implement at least one education, advocacy and/or fundraising activity per term on your campus and in your community on behalf of UNICEF.
- Create a strong recruitment and retention strategy. See our Recruitment one-pager for more information.
- Maintain ongoing communication with members of your respective UNICEF National Council and UNICEF USA staff.
- Educate yourself about current events and activities in the child survival movement by frequently visiting unicefusa.org.
- Maintain political impartiality on issues when representing UNICEF and, when asked, coordinate campus involvement in UNICEF-sponsored public policy concerns.



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Sample Work Distribution (Who Does What)

President	Vice President	Secretary	Treasurer	All Officers
The presiding officer of the club. Sets the agenda and plans meetings and events. The president works with the advisor, the staff of UNICEF USA and other club officers to accomplish the goals of the club. The president, along with other outgoing officers, coordinates leadership transition.	Assists the president in his or her duties and presides over the club in the absence of the president. Also acts as the chair of education and is responsible for setting up appropriate committees to coordinate and expand educational outreach.	Takes the minutes and types the agenda of the meetings. Can act as the chair of advocacy, responsible for setting up appropriate committees to implement advocacy efforts if applicable.	Oversees all funds and transactions associated with the UNICEF Club. The treasurer's duties include: submitting all donations to UNICEF USA and maintaining records for the clubs budget.	Officers should keep careful records of all activities and financial transactions that occur during their term of service. These records are reported during the Reporting and Reflections Survey in April and are used during leadership transition.

Leadership Requirements

- Reregister each year on our website and receive your back to school kit. *You will be asked to have contact information for all of your leaders.*
- Complete the Online Reporting and Reflection Survey in April.
- One year leadership term.
- Commit to no less than five hours per week.
- Host e-board meetings no less than once a week.
- Host structured member meetings weekly or, at the very least, biweekly.
- Leaders serve as the main contact for national initiatives and should feel comfortable adapting and implementing these initiatives locally.
- Track finances, membership and on-campus coalition responsibilities.
- Ensure the timely and secure processing of donations.
- Coordinate partnership development on and off campus.

Board Management

- All board issues should be discussed at a board meeting, not at the general members meeting — except if there is a need for a general vote.
- All board members should be capable of running a meeting. Some clubs rotate meeting facilitation among board members.
- Each member of the board should be responsible for the logistics of organizing leadership transition before the end of his or her term, and all of these transitions should occur at the same time of year.
- Club Presidents should host a leadership retreat for the purpose of planning the club activities for the academic year with the other officers and leaders. Goals should be set for education, advocacy and fundraising.
- Club members should be presented with this plan and given the opportunity to help meet the goals and submit ideas for further action.

Records You May Want To Keep

- Club constitution and bylaw.
- Facebook group and email login and passwords.
- UNICEF club one pagers.
- Contact information for club members, partners, university offices and other clubs.
- Meeting minutes (include number of attendees, length of meetings).
- Past posters, flyers, advocacy letters, etc.
- Club organization chart, position descriptions.
- Records of financial transactions (including names, dates, events, amounts, the purpose of the transactions, etc.) and donations submitted to UNICEF USA.
- Records of events/activities (event name, date, description, number of attendees, amount raised, planning time and process, partners, etc.).
- Any other helpful resources or information (including leadership challenges, tips, etc.).



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Meeting Facilitation

Productivity

Above all else, make your meetings productive by setting goals.

Time

You should schedule your meetings to last an hour to an hour and a half if you have an educational or learning through doing activity planned. Be consistent about the duration to ensure consistent attendance.

Agenda

Plan ahead; it will make the meeting run more smoothly. Be flexible, too. If people go off on a tangent that you think is relevant, let them, but know when to rein them in. If they are passionate about an issue, put it on the agenda for the next meeting.

Participation

Encourage active involvement. Make sure you have room on your agenda for proper introductions, community building activities, discussion and the opinions of your group members.

Mission

Always remind members of the important impact of their efforts on behalf of the world's children.

Education

Hosting a professor or local children's advocate is a great way to keep members engaged.

Task Forces and Assignments

Divide up the work. Don't take responsibility for everything; if people feel they aren't needed, they won't contribute. Keep track of who's doing what, and make sure they understand that this is an important commitment and that people are relying on them.

Follow-up

After the meeting, you or one of the group leaders should send an email to all members (whether they were present at the meeting or not) containing the minutes. It is important to let members know what you are doing. If they missed the meeting, the email will bring them up to date. ●



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