



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 (e.g. role, fun fact)
- Ask the group to answer an icebreaker question. Feel free to come up with your own! *E.g. What is your favourite city? Why?*
- Suggested activity: What Type of Planner Are You? (see Introductory Package on Google Drive)

Presentation

- Presentation by 1UP Fellow(s) (*see Introductory Package*)
- Make sure to go over your school chapter's meeting schedule and structure
- Introduce the 1UP Design Build Pitches and 1UP Connect Webinars

Group discussion

- Ask the group what they think could be improved in their school, local neighbourhoods, and community. Why are they important for communities?
- Make sure you record their responses and take photos throughout

Admin

- Remind the group when the next meeting is
- Remind the group to join the 1UP Discord: <https://discord.gg/5YHufyc4ss>



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 designated Mentor and Program Coordinator
- Creates and maintains an open and safe environment for all members
- Ensures deliverables are submitted in a timely manner

Vice President

- Assists the 1UP Fellow/President in leading the executive team
- Communicates with designated Mentor and Program Coordinator as a second point of contact
- 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

Marketing Executive

- Communicates with all members, students and the public via email, social media and/or other means of communications
- Shares chapter's meeting photos and Instagram posts on Discord

Secretary

- Records attendance at meetings
- Works with executive team to create meeting agendas
- Maintains meeting minutes

Year Representatives (Optional)

- Recruit members from their year
- Communicate ideas, comments and concerns from general members to the executive team



03 SUBMISSION

The following items are the submissions after creating your team.

Submit the following items to your school chapter folder on Google Drive in the subfolder titled "Activity 1"

- Meeting minutes
- List of school chapter members (name, positions)
- Team photo

Create an Instagram account for your school chapter

- Handle name: @1up_schoolname
- Follow @1uptoronto and @urbanmindsto
- Post your team photo and write a caption thanking the group for coming and encouraging students to come to the next meeting
- Be sure to tag @1uptoronto to your post

Share the following to Discord

- The team photo in the channel titled "activity-sheets-submissions" for other school chapters to see