







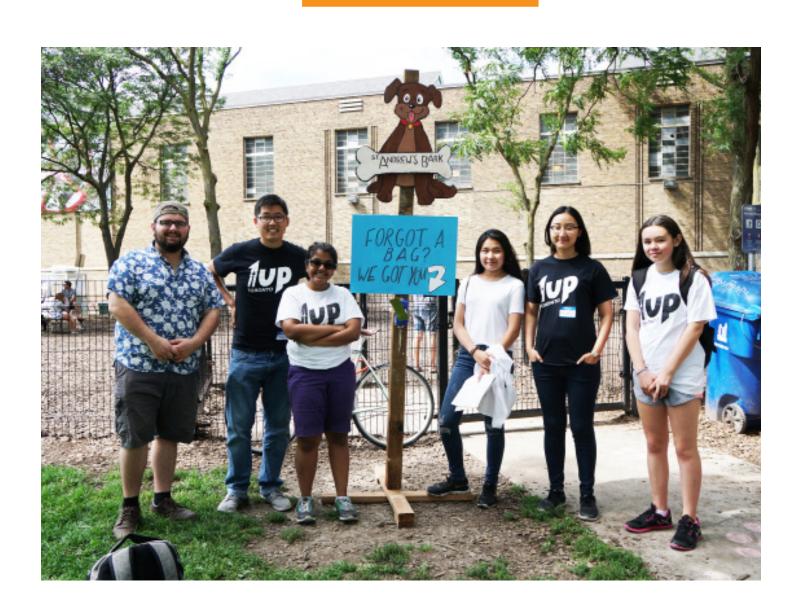








## 1 BUILD A TEAM





















## 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

