



# 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/GTQdVKmF>



# 02 TEAM STRUCTURE

Roles and responsibilities

### Mentor's Notes:

Get to know your mentee (1UP Fellow) and other key members of the team.

Ask about each team members strengths and personalities, so you get a picture of the the team dynamics.

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 the 1UP Director of Engagement
- 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 the 1UP Director of Engagement 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

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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