



## ***You Are The Leaders!***

### **General Leadership requirements**

- Be on time to all FNL meetings and events
  - Attend all leadership meetings
  - Participate in all FNL related event and activities
  - Be a good role model in an out of FNL activities
  - Recruit new members who may be interested in joining
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### **Executive leadership**

\*\* Committing to Sutter-Yuba Prevention & Early Intervention's *Youth Counsel Leadership* meetings once a month, or every other month with your FNL facilitator\*\*

TBA

*\*At advisors' discretion\**

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### **President**

- Monthly meetings with advisor!
- **Action Project(s):** Responsible for the overall completion of the year-long project
- **Update schedule:** Maintain and schedule regular Leadership meetings (at least once a month)
- **Organize:** generate agenda actions with advisor
- **Facilitate:** leadership meetings with a detailed agenda
- **Follow up** with students who are assigned tasks for the year-long project.
- Send **weekly updates** by email/text to the leadership team

### **Secretary**

- **Record & Note FNL Chapter Meetings:**
  - WHO was assigned what task
  - WHO was there
  - WHAT was discussed/decided at the meeting
  - WHERE & when is the next meeting

- Upcoming events
- **Email meeting notes** to FNL Advisor & members by the end of the meeting day
- Responsible for making sure scheduled FNL meetings are in the school announcements or your online school source

### **Vice President (Club & Public Relations):**

- **Greet**☺ everyone at the door
- Support with **ice-breakers**
- Ensure meetings **start on time**
- Keep the meeting on task
- Let the presenter know when we need to close the meeting
- Send monthly updates to general FNL members to keep them updated on our year-long project
- Develop and distribute flyers for FNL meetings and events

### **MEDIA POWERHOUSE:**

- (DEPENDING ON SCHOOL REGULATIONS) Generate social media to promote chapters' events and post announcements for upcoming events and pictures of past events. Support your schools bulletin board, school announcements and yearbook?

### **Treasurer (Activities/Fundraising)**

- **Organize events for FNL** members to be involved in on campus & in the community
- Coordinate with the school to get permission and schedule
- **Collaborate** with other groups or organizations who may want to contribute
- **Communicate** with the advisor about the student fund account (if any)
- **Report out in leadership meetings the balance of the student account**