



Best Buddies International Citizens Chapter Leader Checklist

Leadership Team Responsibilities

The list below shares ideas and suggestions for chapter leaders to use when determining their responsibilities as a Best Buddies Chapter leader. Leaders are encouraged to review the list below:

Recruitment

- Visit Best Buddies University for ideas and resources to share during recruitment
- Advertise Best Buddies on announcements or with flyers
- Write bulletin about club for local paper or office newsletter
- Visit different community groups and/or office departments to share about your chapter
- Present info to community service club members. Invite an ambassador, or buddy pair from your chapter or another nearby chapter to speak.
- Show a Best Buddies PSA. Available on YouTube or Best Buddies University

Best Buddies Online (BBO)

- Organize BBO training with Best Buddies staff for all chapter leaders
- Submit all forms & resources including calendar on BBO
- Ensure all members complete a Membership Application on BBO
- Collect friendship updates for online tracking

Organizational Meeting

- Identify time and place to host the meeting
- Plan agenda discussing goals and mission of Best Buddies, resources available on Best Buddies University
- Introduce chapter leadership and hand out info packets
- Show Best Buddies recruitment video(s) and ask past members to talk about their experience
- Explain commitment of one-to-one friendship; answer all questions regarding commitment and overall mission

Match Meeting

- Work with chapter leaders to make matches ahead of time
- Plan fun activity/theme for match party and pick date and time
- Help announce new matches in creative way/facilitate game in which matches find each other
- Hand out buddy pair match sheets for the buddy pairs
- Ensure contact information is shared between pairs

Chapter Meetings/Events

- Tell Best Buddies staff all meeting and activity dates and times to input into your BBO calendar
- When planning, keep mission of inclusion in mind and plan age appropriate activities
- Encourage buddy pairs to communicate, help by asking questions or starting a conversation on a topic
- Take attendance or delegate another leader to take attendance
- Have a buddy pair share a friendship highlight at the beginning of the meeting
- Make sure all members are engaged and participating
- Create way to celebrate birthdays
- Select buddy pair of the month



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- Promote upcoming meetings (emails, phone/text, flyers, announcements)
- Plan outings for after work

Leadership Meetings

- Create a calendar of set monthly leadership meetings
- Create agenda of topics to discuss during leadership meeting
- Plan chapter activities/games – discuss ideas, plan of action, delegate tasks equally to officers
- Update Best Buddies staff with plans/needs/ideas

Information Session

- Work with Best Buddies staff and Host Site Coordinator to plan for Information Session
- Share stories, explain commitment etc.
- Create slide show or photo collages of chapter activities

Fundraisers

- Discuss fundraising ideas and opportunities with chapter leaders and Best Buddies Staff
- Nominate someone for or join committees for fundraisers (Friendship Walk, Champion of the Year)
- Advertise fundraiser to community and/or organization – visit departments, make announcements and flyers
- Write letters to local merchants to receive donations
- Speak to service clubs (Rotary Club, Key Club. Etc.) to help promote fundraiser
- Ask friends and family not involved in Best Buddies to support and donate

Ongoing Responsibilities

- Utilize Best Buddies University Resources and check for updates and new resources on the site
- Communicate with Best Buddies staff when necessary
- Work to submit monthly updates
- Update chapter portal – add pictures and update calendar on a regular basis through Best Buddies staff
- Plan and lead chapter events and monthly meetings
- Keep advertising with flyers and announcements
- Research community events to involve BB chapter
- Update BB bulletin board and share photos from BB events
- Maintain chapter log, photo album, or chapter website in addition to BBO portal
- Meet with community leaders to find new opportunities for involvement

Additional Leadership Roles
