

Best Buddies Chapter Leadership

Position Descriptions



The officer team upholds Best Buddies' expectations and serves as role models for their chapter. Officers are expected to meet regularly to plan meetings, communicate goals and challenges, and support the mission in their school. The following positions are strongly recommended for every chapter, but additional positions may be developed as needed. For chapters with members with intellectual and developmental disabilities (IDD), at least one leadership position should be filled by a person with IDD.

Chapter President: The Chapter President oversees the management of the chapter by working with the officer team to plan and execute fun and inclusive events and activities. The Chapter President is expected to maintain strong communication with the Advisor and Best Buddies Staff. The Chapter President is also responsible for ensuring that all membership applications are submitted and approved on the BB360 chapter management portal as well as complete the Mid-Year Snapshot and Annual Report.

- Maintains strong communication with Faculty Advisor & Special Education Advisor
- Plans officer meetings and dates for general chapter meetings
- Works with the Vice President in leading information sessions and parent night
- Ensures all membership applications are submitted and members are matched on BB360
- Completes all Best Buddies reports on BB360

Vice President: The Vice President steps in for the Chapter President when needed and helps plan and execute meetings and events to ensure quality friendships are made.

- Assists the Chapter President in leading information sessions and parent night
- Facilitates general chapter meetings (and reserves rooms for chapter meetings & events)
- Ensures all membership applications are submitted and members are matched on BB360
- Routinely checks in with friendship pairs

Secretary: The Secretary supports the officer team by maintaining communication with general members. The Secretary is expected to take organized notes during officer meetings as well as fill out the calendar on BB360. The Secretary may use email, newsletters, social media, etc. to inform and advertise for the chapter. The Secretary is also responsible for collecting contact information and media content.

- Updates the chapter's social media pages with event details and photos
- Sends reminders before general chapter meetings (ie. Remind)
- Updates the BB360 calendar with chapter events and meetings
- Takes notes during officer meetings

Treasurer: The Treasurer maintains the chapter's financials by overseeing and planning fundraisers. The Treasurer ensures the chapter is on track with the \$350 chapter dues that are due June 1st and other fundraising efforts.

- Plans and executes chapter fundraisers
- Submits chapter dues and communicates with school treasurers as needed
- Serves as Friendship Walk Team Captain
- Coordinates appreciation gifts for officers, special education teachers, advisors, and donors

Buddy Director: The Buddy Director communicates with the buddies in the chapter to share program goals, ideas, and helps manage overall chapter success; this role is typically filled by a student with an intellectual and developmental disability (IDD).

- Helps bridge communication between special education class and the Best Buddies chapter
- Provides feedback on behalf of special education classrooms
- Works with the Vice President on event planning and promotion
- Checks in with friendship pairs