

# Citizens Chapter Leader Checklist

## Best Buddies International



### Leadership Responsibilities

The list below shares some of the tasks that are typically involved in leading a Citizens chapter. Leaders are encouraged to review this list to gain a sense of what is required of their role and are welcome to enlist the help of other volunteers and Best Buddies staff in order to fulfill these responsibilities.

#### Recruitment

- Visit Best Buddies University (BBU) for recruitment ideas and resources
- Utilize any available announcement opportunity or newsletter to advertise
- Host an info session
- Distribute fliers and display posters
- Invite an Ambassador or Best Buddies staff member to speak at a meeting or event
- Share mission centered video content available on BBU
- Connect with relevant employee resource groups or ERGs to recruit members

#### BB360 Chapter Management Portal

- Review BB360 Quick Reference Guide for support navigating the platform
- Ensure that all participants have submitted a Membership Application
- Select matches on BB360
- Update calendar with planned chapter activities
- Encourage members to complete a Member Update

#### Organizational Meeting

- Provide an overview of what members can expect throughout the year
- Explain commitment of one-to-one friendship, answer questions regarding commitment and overall mission
- Plan an agenda for each meeting and take attendance
- Share mission moments with videos or featured speakers or participants to demonstrate mission impact
- Share information about upcoming events and opportunities to get further involved

#### Match Meeting

- Survey members interested in being matched to identify common ground
- Work with Best Buddies staff to identify matches
- Plan fun activity/theme for match party
- Help announce new matches/facilitate game in which matches find each other
- Hand out buddy pair match sheets to help new buddy pairs get to know each other
- Ensure contact information is shared between pairs
- Check in regularly to monitor progress

#### Chapter Events

- Coordinate events that create opportunities for social connection
- Incorporate matched and unmatched Citizens members in events so new connections can form
- Provide chapter members with a calendar of activities so they can prioritize attendance
- Utilize ice breaker activities to encourage engagement
- Take attendance
- Recognize members by celebrating special occasions and featuring members or buddy pairs of the month
- Secure donations of good and services to keep costs to a minimum
- Keep transportation in mind when planning activities to limit barriers for participation