



Chapter Leadership Selection Guide

Chapter Leadership Roles & Duties

Chapter President: The face of the chapter. Must have good communication and leadership skills as well as a passion for friendship and inclusion for people with and without disabilities.

Responsibilities:

- With help from advisors, create an agenda for monthly leadership meetings
- Attend and lead leadership meetings 1x/month
- Attend summer leadership conference
- Attend Local Leadership Training Day in Fall and Spring
- Attend and lead chapter events 2x/semester

Vice President: Assists the president in leading chapter events, keeps everything in BB360 documented and updated.

Responsibilities:

- Update BB360 calendar
- Keep attendance at events
- Lead "Spread the Word" campaign
- Attend at least monthly leadership meetings where you help plan events.
- Attend Local Leadership Training Day in Fall and Spring

Treasurer: Monitors Best Buddies budget, working with leadership team and advisors.

Responsibilities:

- Suggest fundraising ideas during leadership meetings
- Walk team fundraising leader- take lead role to promote annual Friendship Walk fundraisers
- Attend at least monthly leadership meetings where you help plan events.

Officer(s) with an IDD: A person with IDD who represents the buddies of the chapter. The BD ensures that the buddies participate fully in chapter activities and also assists officers with various tasks.

Responsibilities:

- Speaking at organizational meetings
- Assisting the CP with running the chapter as needed
- Distributing chapter rosters and schedules to buddies
- Representing the buddies at chapter meetings to bring up any issues or concerns



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Optional Chapter Officers:

- Friendship Walk Coordinator
- Communication Coordinator
- Social Media Coordinator
- Historian
- E-Buddies Coordinator
- Community Relations Coordinator
- Event Coordinator

Chapter President Interview Questions

Here is an example of some questions that could be asked as you are interviewing potential Chapter Presidents or other roles.

1. What is your availability? Are you in other clubs or have a job?
2. What is your experience with Best Buddies?
3. What type of leader are you?
4. How is your relationship with the Advisor(s)? What is your relationship like with your Buddy?
5. What ways would you communicate with the club?
6. How do you resolve conflict?
7. What are your academics like?
8. Describe your personal character and some of your strengths as a leader.
9. How do you deal with change?
10. How will you improve the club?