Chapter Leader Commitment Form

Best Buddies International

Chapter Leader Information

Name: _____ **Position**: _____

To become a Best Buddies chapter leader, all applicants must agree to the terms set forth below.

As a Best Buddies Leader:

- I promise to execute all responsibilities as set forth by Best Buddies International and as described on Best Buddies University.
- I will uphold the Best Buddies' Member Code of Conduct and serve as a role model for my chapter.
- I agree to meet regularly with my chapter leadership team to plan meetings, communicate goals and challenges, and support the Best Buddies mission in my school and community.
- I agree to communicate regularly with the chapter leadership team and if applicable, Best Buddies staff member, and to reach out with any challenges I face in leading my chapter.
- If given BB360 access, I agree to keep my chapter's portal up to date, including managing members, making matches, creating events for the chapter calendar, and completing the annual report.
- *For chapter president*: If selected as the Chapter President, I understand I am required to participate in the Best Buddies International Leadership Conference in July.
- I understand that I am required to participate in the local or state Leadership Training Day in the fall.
- I understand that Best Buddies has the right to remove me from my leadership position for any reason, at any time.
- I understand that I am also responsible for maintaining the confidentiality of all privileged information that I receive about the members of my chapter, including, but not limited to contact information, date of birth, and/or medical conditions.
- I agree to notify the chapter advisors and/or Best Buddies staff member immediately regarding conflicts among members or emergency situations related to any chapter activities or events, and to keep the information regarding these situations confidential.

Leadership Agreement & Pledge

As a member of the chapter leadership team, you will be asked to participate in a minimum of one meeting per month with chapter advisors to discuss chapter operations, member relations, and events. The leadership team will decide as a group when to hold officer meetings, and all officers should attend every meeting to stay actively engaged.

Officer meetings will be held on _____ _____ at _____ .
Date Time Location

I pledge to fulfill my duties as a member of the chapter leadership team to the best of my abilities, to attend all chapter events and meetings, and to do my best to meet the goals established by my chapter.

_____ _____ _____
Name Signature Date