



CLUBS RESOURCES

SETTING UP YOUR CLUB

There's no required way to organize a Do Something Club. It's your Club and you can arrange it however you think will work best. In the past, clubs have worked best with some organized structure. We've outlined some typical positions and their responsibilities. Most importantly, just make sure to divide tasks and utilize everyone involved. You might choose to make these positions permanent for a semester, a year, or rotate with each project. You should also make sure that people get a chance to work on things they're good at and/or interested in. For example, people who like talking to community members and organizations can be good for public relations.

- **President:** Plans and leads weekly meetings. He or she will start discussions and create an agenda while taking input from the rest of the Club. Is a main contact for Do Something and updates us about projects.
- **Vice President:** Is aware of the all club activities so that he or she can stand in for president when needed.
- **Secretary:** Takes notes as needed during meetings. Manages lists of contacts and responsible for bringing supplies for meetings.
- **Treasurer:** Is in charge of money collected from fundraisers or donations.
- **Public Relations:** Gets the word out. Posts flyers and makes announcements about meetings in addition to informing the community about Club events.
- **Photographer:** Yes, photographer! Someone to take pictures of your Club, what you do, before and after photos. Not only do you need photos of your project to upload to our site, but pictures are great for posters and fundraising.
- **Webmaster:** You don't need to have a whole different webpage, but you should assign someone to manage your club's webpage on the Do Something website. This includes posting projects, uploading pictures, or adding any club updates!

Some of these positions may be elected, but you might also create more positions that are either up for election or selection by another process, such as interviews and/or applications. You should also consider what you will expect of members who don't have specific positions. Will you allow



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people to come to meetings as they wish or will they be required to attend a certain number of meetings? Giving reliable members responsibilities will help the Club run. As more members join, it's often best to divide people into different committees so that everyone is kept busy working on something.

We want to know how you decide to run your Do Something Club. Share your ideas with us by emailing us at clubs@dosomething.org