YOU MATTER™ CLUB
2ND CLUB MEETING OUTLINE

This meeting is all about getting down to business.

SET-UP: Sign-in sheet, Club file or binder, Poster with Goals & Next Meeting Date/Time, List of positions and responsibilities (see below).

WELCOME (5 MIN.)
- Welcome attendees
- Ask everyone to sign in and to introduce themselves to one another, if there are new members
- Review the Agenda and timeframe for the meeting

CLUB GOALS (1 MIN.)
Review YOU MATTER™ Club goals:
- Grow our membership
- Spread the You Matter™ Monthly and/or Monday messages
- Participate in You Matter™ actions and events
- Plan and run a school service project
- Plan and run a community service project

For new members, make a personal welcome, hand them a wristband, and ask them to introduce themselves and one way they feel they matter to their friends, family, pet, etc.

REVIEW LAST MEETINGS MINUTES (5 MIN.)
Ask the Secretary to pass out last meetings minutes:
- Ask those who attended the last meeting to review the minutes
- Conduct a vote to approve the minutes (or amend the minutes, if necessary)
- Enter the minutes into a folder or binder that you set up for ongoing note taking, financial information, etc.
- Thank the first volunteer Secretary and ask for a volunteer to take minutes at this meeting

REVIEW MESSAGE CAMPAIGN EFFORT (15 MIN.)
Review You Matter™ message campaign. Ask student volunteers how their efforts to spread the You Matter™ message went using the following questions:
- How did you accomplish what you set out to do? Did you ask your friends to help you?
- What reactions did you get from the friends who helped you?
- What reactions did you get from those who received the You Matter™ message?
- How did you feel after you shared this message with other students?
- Who else did you share this message with? How did that feel?
- If we were to try doing this again in a few weeks, what would you recommend we do differently?
- What are some other ways we could spread this message?
- Do you think this will help bring some new members to our club? Why or why not

Thank everyone for following through on their commitments to the club and others to share the You Matter™ message.
YOU MATTER™ CLUB
2ND CLUB MEETING OUTLINE CONT’D.

Repeat this process for reviewing the Monthly/Monday Message efforts with the following questions. If small groups of students worked together, ask them to share their responses as a group:

- Who was able to complete their Month/Monday message activities?
- How did you think it went?
- Did you receive any comments or questions about the Month/Monday message you shared?
- Do you think this worked as a way to get students to think about how they matter?
- Do you have any suggestions on how we should adjust this effort to make it even more effective?

Ask the club to decide how to keep going with the Month or Monday message. Encourage them to try a few more different ways to approach it, to see if one is more effective than others.

- Have the same groups or new groups decide on how they will spread the upcoming Monday messages
- Ask the Secretary to record who will do what and by when so the group can follow-up at the next meeting to review these results together

PREPARE TO NOMINATE OFFICERS (5 MIN.)

Review the roles of Club officers:

- President – plans and runs meetings with help from other club members
- Vice President – President in training. Helps President and fulfills the role of President, when the President is absent
- Secretary – takes meeting minutes, types up and prints meeting minutes for review and future reference, keeps club binder with rosters, minutes and other important forms
- Treasurer – responsible for managing club funds, includes collecting dues (if applicable), accounting for fundraising revenue and distributes funds for necessary expenses, etc.
- Communications Manager – manages the monthly/weekly You Matter Communication Plan and volunteers, helps organize and lead larger event promotion and communication
- Membership Director – tracks membership, leads efforts to attract more members, and aids in onboarding new members (in charge of making sure there’s a sign-in roster, etc.)

Explain that at the next meeting:

- Those who are interested in holding a position should prepare a short speech on their qualifications and reasons for wanting to fulfill that position
- The members will listen to these presentations and then vote on the club’s officers
- If you do not have many volunteers interested in being officers, then volunteers may be placed into positions by the next meeting

WRAP-UP (2 MIN.)

Thank everyone for coming. Remind everyone when the next meeting is scheduled.