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## TOP 10 TIPS for new EXECUTIVE BOARD MEMBERS of FCA Student Clubs

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• **Leslie Schmerler**  
Prevention Specialist/  
Program Assistant

• **Student Leadership Advisor**  
*Future Child Advocates*



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Leslie Schmerler – FCA Student Leadership Advisor

[leslie.schmerler@nyfoundling.org](mailto:leslie.schmerler@nyfoundling.org)

Michael Menconi – FCAF Alum Advisor

[mmenconi@g.harvard.edu](mailto:mmenconi@g.harvard.edu)

*“I alone cannot change the world, but I can cast a stone across the water to create many ripples.” (Mother Teresa)*

**TAKING ON A LEADERSHIP ROLE in an FCA CLUB** Leadership for any organization or group is never easy – never has been, or will be for many reasons. This is especially true if in addition to this leadership club role, you also are a student or have additional responsibilities with a job, as a family member. How to BALANCE it all – do and be the quality leader, friend, student, advocate ALL AT ONCE without going totally crazy! It is possible and can provide you with tremendous **Professional Development**, skill development in **Advocacy** and provide great opportunities to engage in **Community Service** and **Public Awareness** within your school and community related to the issues. *Don’t be afraid to “give it a try” – you’ll learn a lot!* The following listing was intended to provide some concrete tips to remember should you choose or be elected to fulfill these roles within your *Future Child Advocates* student organization.

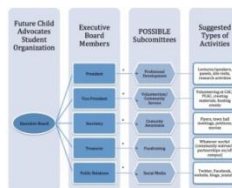
### 1. Know YOU are helping to create a positive future for many!

**Professional Development and Advocacy.** You need to always remember ... and sometimes that gets hard to do since taking on leadership in this kind of undertaking won’t always be easy! You need to persevere in the face of adversity... disagreements...not always getting it exactly right to move forward as fast as you thought you could. YOU set the model TOGETHER which is essential to this advocacy cause. And hey...enjoy the time you are putting into this endeavor as well because what you are doing is of great worth to your own community and whether you know it right now or not...YOU are instilling lasting positive change in the lives of many. BELIEVE IT!



### 2. Know the requirements of your school’s Student Organization’s club protocol and roles.

**Professional Development.** When you begin an executive/leadership position – no matter what position you hold – you should be sure to review for yourself and your team what is needed from your end for your student club, e.g. Constitution, Budget Summary, Member list with what info?, Executive Board list with what info? Don’t assume you know the details – they change – and it is important for you in that leadership position to be on top of it, and help your team to keep on top of it together. Maybe your team will create a binder of some kind that can contain all the requirements and details of your club for the year – including the very specific roles for each Executive Board member. Get your Faculty Advisor involved in this Review as well as they can provide valuable assistance when it comes to ideas about semester timelines to be sure no one person is taking on too much or has too little responsibility. Oftentimes *Faculty Advisors* are left out of the Exec Board “loop” given challenges of coordinating meeting times.



### 3. Create a realistic calendar of club activities.

**Professional Development.** This goal is HARD TO ACHIEVE...as we all may want to do just too much and get really excited about possibilities...and then the DETAILS kick in – e.g. supplies, volunteers, venue arrangements, paperwork, delays in everything are always possible! *Instead of “tabling” for 5 hours...table for 3 and have enough volunteers to “person-talk” with folks who stop by! Have 5 handouts – not 10 – when it becomes difficult from a budget point of view to cover the costs. DO SOMETHING...and have people ask for more next time!*



### 4. Budgets: Don't forget about on-campus grants and community fundraising options

**Professional Development and Advocacy.** Money always seems to be a concern for most university/college student organizations especially when community service needs appear as the year progresses OR new ideas emerge as the school year and activities get underway. It's important to explore what other monies might be accessible to student clubs/organizations which have deadlines for applications or target certain types of activities (e.g. Speaker fees, etc.) Oftentimes universities have opportunities for small grants (e.g. \$500-1,000) through the Vice-Provost, Dean, Community Diversity office that could also be available. Check those out in the beginning of the year so you don't miss deadlines and requirements. Fundraising of all kinds is also possible – on campus and off to support the work of the student clubs. However, it is important to check out university rules regarding this type of fundraising. Some schools do not allow this to occur on campus. Know this in ADVANCE!



### 5. Solicit new members, attendees, speakers from university classes

**Public Awareness and Professional Development.** Don't forget about doing public awareness and advocacy within your own classes or those of your members. At the beginning of the year, survey your club members and inquire which of their classes might be appropriate to “leaflet” for a particular activity, or even request permission to announce or advertise the FCA club itself. Pull together a short overview sheet/contact/sign-up that could be available to members to use in their classes. Many faculty will also not be necessarily aware of the FCA types of activities that could interest them in perhaps having attendance or involvement in an FCA activity as a part of class assignment or extra credit...who knows...you could discover a wonderful speaker for your next FCA club meeting, too!



## 6. Involve neighbors-surrounding community businesses, programs in activities

**Public Awareness and Community Service.** The issues of bullying and child abuse are topics of tremendous interest to everyone in and outside the university/community. At the beginning of the year, get your club members to do a survey of the local restaurants, shops, schools, copy centers, gas stations, libraries... many places to consider as potential community participants in FCA activities. Oftentimes these local establishments are VERY WILLING to make donations for events, or will even “partner” with a club to host a fundraiser or speaker or distribute public awareness information. It is amazing the positive response you will get in ways that are unanticipated. EVERYONE wants to do something to help solve these major problems – especially in their local communities. It’s good for their business, too!



## 7. Partner with other school clubs/departments in activities.

**Public Awareness and Advocacy.** Don’t forget about being in touch with other clubs or departments on campus that might have mutual interests in your topics of concern. Combining efforts – monies, volunteers, work – can result in a WIN-WIN for everyone. Just be careful that the goals and areas of interest of any of your collaborators match those established by your FCA. Collaboration is important...but only with the RIGHT partner!



## 8. Document and KEEP Details of everything!

**Professional Development.** Document and keep at least 1 copy of everything – handouts, sign-in sheets, publicity flyers, evaluations and numbers of people who attended and from where. Also a good idea to do a “brief debriefing” with the team who helped “pull off” the event....get a quick sense of what worked – what didn’t – ideas for next time. Figure out an easy way to keep that record so it can be reviewed next time or for the next team. BUILD ON WHAT you start...and documenting the details can help you to do that and not “reinvent” if not needed. Pictures are also important – especially related to #9....so be sure you have someone on your event team who is doing that, too!

### What do you get points for?

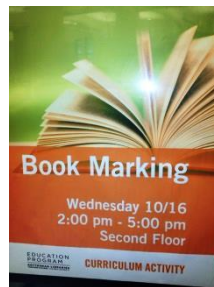
#### Point Values (per semester)

- 10 Points= volunteers at an advocacy center
- 10 Points= joins a committee
- 5 Points= works an event
- 1 Point= attends a meeting/event



## 9. PROMOTE, PROMOTE, PROMOTE...to the end!

**Public Awareness** and **Advocacy**. In order to have a sufficient turn out to events you must begin to promote any of your events – e.g. meetings, tabling, special events, speakers - as soon as you have a date, time, and location. SOCIAL MEDIA is key to getting things going...set-up an *Instagram, Twitter, Blog, email, Facebook* ... at the beginning of the year and get one of your club members to stay on top of that with great creativity and current events! Check out your college/university media options, too – large posters can sometimes be posted around public areas around campus – e.g. libraries, cafeteria, etc. THINK about your Promotional tools too – e.g. bracelets with sayings, beads for different advocacy areas, FCA business cards for use by club members that can be given to community business partners or potential collaborators...T-Shirts with your FCA logo that are worn out in the community to show unity...lots of possibilities. DO SOMETHING in this regard as it also demonstrates a unifying club theme and understanding of what it takes to be a professional advocating in these important areas.



## 10. Prepare in advance for the timely succession of new Executive Board members.

**Professional Development**. And remember that the school year of all universities and colleges comes to an end very quickly – especially as final exams and/or graduation become the major focus for most students no matter how committed everyone is to an FCA club and its activities. So it is important to start thinking about the succession and election of new members early enough to allow for recruitment of new Exec Board members – prepare an application/interview process along with an election. Getting started on this at the beginning of the Spring semester is not unrealistic. Also, don't just assume that the Exec Board leadership will be able to stay in place for the following year. All of our lives – student/faculty – are subject to unanticipated changes and interests. Be respectful of that possibility and don't assume that individuals might still want to be involved – but in other ways.

