

Forming your Vinnies Youth leadership team

**Aim of session:**

- To help the students to have a good understanding of the leadership roles within Vinnies Youth.
- To elect students who will take on the leadership roles within the group.
- To prepare content for the Vinnies Youth display board in school.

What you will need for the session:

- Cut-outs of role descriptions (1 copy per group)
- Vinnies Youth officer roles worksheet (1 per student)
- 5 large pieces of paper (1 set per group)
- Blu Tack
- Materials for display board
- Handprints for display board

Procedure:

- Invite one student to read the opening prayer in their handbook.
- Share a short reflection.
- Welcome the Vinnies Youth to their first SVDP (St Vincent de Paul) meeting and explain the aims for the meeting.
- Divide the students into small groups and give each group five large pieces of paper with the headings on for each officer role, then distribute the role descriptions for the children to read, discuss and put in the correct place.
- Once they are in the correct order, have a chat about the traits and talk about the skills and talents that those in the group have, and which might match the roles.
- Students can vote for the people they think would best suit each role.
- Show students the materials that can be displayed on the Vinnies Youth display board. You could also print off copies of the Minutes of the Meeting and Agenda worksheets for the secretary to see.
- Get the students to decorate their handprints and write on them how they would like to help as part of Vinnies Youth.
- Close your meeting with a prayer and set the date for the next meeting.

PRESIDENT

Organise and be in charge of meetings, keeping them controlled and orderly but enjoyable.

Lead prayer and spiritual reflections using the resources provided with the help of the Vinnies Youth Coordinator.

Encourage the involvement of all members, both in the meeting and in planned activities, to allow all group members to use their skills.

With your Vinnies Youth Coordinator, arrange a time that your local adult SVDP President could come into school and talk to the group.

Lead the group in seeing what the needs are in school and in the local community and come up with possible activities to help to meet those needs.

VICE-PRESIDENT

Support the President.

Lead the meetings when the President is not at meetings.

Assist with the organisation of meetings.

Assist with ensuring that the members have the tools and support they need as Vinnies Youth.

Regularly meet with the President of Vinnies Youth and the Vinnies Youth Coordinator to help plan meetings and projects.

Role Descriptions (Print and cut into strips)

SECRETARY

Record the minutes of meetings so that everyone remembers what was said, and the activities that have been planned.

Keep a list of the members of the group and display these along with the minutes on the school/parish notice boards if possible.

Produce an end of term report of the group's activities for the school/ parish newsletter.

Complete the end of year form (Secretarial Returns) from the SVDP Vinnies Youth Team about what your Vinnies Youth group have done during the year.

TREASURER

Keep a record of any funds raised and which charities have been supported. Don't forget you can raise money for the work of the SVDP.

Tell the other VinniesYouth members about the money the group has and what they have spent at every meeting.

Meet regularly with the Teacher in charge of Vinnies Youth to discuss how the group plans to raise and spend money.

In charge of looking after any money raised at Vinnies Youth events.

If you are absent from the meeting, give a written report beforehand to the President of the group about the money the group has and what has been spent.

COMMUNICATIONS OFFICER

Make sure that the school/ parish notice board is up to date.

Make sure that the Secretary's end of term report is placed in the school newsletter.

Make sure that activities are reported on the school/parish website.

Make sure that posters are made and put up to promote any Vinnies Youth events and fundraising.

Encourage the other members to prepare questions to ask for any visitors who come and see you.



LET'S CHOOSE OUR VINNIES YOUTH OFFICERS...

Spend a few minutes thinking about who you would like to choose for these roles.
Write your notes on your worksheet and then take your final vote.



I think
should be the President
because...

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I think
should be the Vice President
because...

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I think
should be the Secretary
because...

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LET'S CHOOSE OUR VINNIES YOUTH OFFICERS...

Spend a few minutes thinking about who you would like to choose for these roles.
Write your notes on your worksheet and then take your final vote.



I think
should be the Treasurer
because...

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I think
should be the
Communications Officer
because...

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FINAL VOTE

PRESIDENT'S NAME:

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VICE-PRESIDENT'S NAME:

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SECRETARY'S NAME:

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TREASURER'S NAME:

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COMMUNICATION OFFICER'S NAME:

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