

# Blueprint for Excellent STF Leadership

## Advice from past STF leaders:

*“People will stay in the STF chapter only if they feel they are valued and needed and understand what they can contribute.”*

*“When members believe the President is competent and committed, they will have respect and confidence in the STF chapter.”*

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1. **Recruit** dedicated club members. Be sure to include all grade levels if possible. Prepare a flyer to explain STF and your activities, when and where you meet, and how to contact your STF leaders. Use your contacts in other clubs, teams, and organizations to make coalitions and build your club. Make announcements on a campus-wide level to reach the largest audience possible. But remember personal invitations to join STF are always the most effective way of recruiting.
2. **Prepare** for regularly scheduled weekly STF meetings. Discuss plans with your HRW STF Intern advisor, STF teacher and other student leaders before each weekly meeting. Create a written agenda. (HRW will supply campaign updates and HR background.) If you are struggling to plan a meeting, utilize STF’s online resources for ideas and guidance.
3. **Communicate** with STF members about meeting dates and agenda. What is the best way to reach your members? Do they check emails, texts, or Facebook messages? Does your school give morning announcements? Select the method of communication which best suits your school and use it regularly.
4. **Conduct** a productive STF meeting.
  - A. Provide an agenda for all in attendance. (Printed or written on the board.)
  - B. Circulate the Sign-In sheet.
  - C. Stand up in front of room and welcome everyone to the meeting.
  - D. Speak clearly and get everyone’s attention.
  - E. Stick to the agenda, allow for discussion that includes everyone.
  - F. Assign someone to take minutes of the meeting.
  - G. Summarize action items and assignments for next meeting.
5. **Circulate** the minutes of the meetings, with action items and assignments to all STF club members. Decide on the best way to circulate the minutes and action items.
6. **Follow-through** on all action items with members, school administrators, and HRW advisors. Use phone calls, text messages and emails to make progress on actions.
7. **Participate** in scheduled weekly conference calls or email exchanges with HRW advisors to help coordinate the activities and actions at each STF school.