

SUGGESTED STF STUDENT LEADERSHIP DESCRIPTIONS

It is important for all STF students to understand STF's history and current campaign for outreach efforts. The leadership of each chapter must be able to discuss this information within their group, school and local community. This list is to be used as a guide to structure the leadership of your STF student group. It is not exhaustive and roles and responsibilities can be shared or moved to different people as needed to best accommodate the group's dynamic. If you have a need for more roles, contact your STF Advisor for more ideas and job descriptions.

PRESIDENT/CO-PRESIDENTS: The leader. Tasks include:

- Create meeting agendas with guidance from leadership team (Teacher Advisor, STF Advisor, chapter students)
- Call meetings to order
- Supervise/chair events and campaigns
- Communicate with STF Advisor
- Update rest of group on information from HRW
- Participate in STF presidents' conference calls
- Work with teacher advisor to communicate with administration for event needs

SECRETARY: Tasks include:

- Take, edit and distribute minutes at group meetings
- Print and distribute any relevant documents or information for each meeting or event
- Develop and maintain contact information for group members and HRW



INTERNAL COMMUNICATIONS: Manages communication between the group members, teacher advisor and HRW. Tasks include:

- Send out reminder emails to group members for meetings and events
- Maintains groups' emails, Facebook groups, etc.
- Works with the president and secretary to distribute information within the group

EXTERNAL COMMUNICATIONS: Manages communication between the group, the rest of the student body, administration, media, etc. as needed. Tasks include:

- Effectively communicate the group's mission and objectives to school and local communities
- Recruit students for the group
- Publicize events around campus and the local community as appropriate
 - Make posters
 - Use STF-produced materials around campus

RESEARCHER: Tasks include:

- Research information for the current campaign
- Keep up-to-date on domestic and international news regarding current campaign
- Keep up-to-date on major human rights violations HRW is working on as needed
- Report at chapter meetings