

STF Leadership

Roles & Responsibilities



President/Co-Presidents: The Leader. Tasks include:

- Create agendas during weekly calls with STF leaders and your STF Team Member
- Call on-campus meetings to order
- Supervise/chair events
- Communicate with STF Team Member about schedule changes, upcoming events, etc.
- Update chapter members and teacher advisor on information from HRW
- Represent chapter in STF-wide meetings and events



Vice President: The Second-in-Command. Tasks include:

- Support President(s) as needed
- Co-lead weekly chapter meetings or lead if President(s) not in attendance
- Take the lead on projects as decided on a chapter-by-chapter basis
 - E.g., lead new member education, lead projects within current campaign
- Communicate with teacher advisor and act as the point person for teachers and administrators for event needs



Secretary: Manage Internal Communication. Tasks include:

- Take, edit and distribute minutes from chapter meetings to all membership, teacher advisor and STF Team Member
- Maintain contact information and take attendance at each chapter meeting. Flag new members for your leadership team and STF Team Member
- Use weekly attendance to identify and follow up with members who have stopped attending meetings
- Send out reminders for chapter meetings and events
- Ensure any physical materials are printed



Publicity: Manage External Communication. Tasks include:

- Spearhead recruitment, keeping track of when recruitment must be prioritized and reminding the group
- Effectively communicate the chapter's mission and objectives within your school and local communities
- Manage chapter's social media accounts
- Publicize events around campus and the local community as appropriate
 - E.g., make posters, use STF-produced materials around campus



Researcher: Track News and HRW Research. Tasks Include:

- Research information for the current campaign
 - If someone asks a question during a meeting that no one has the answer to, research the answer and bring your findings to the next meeting.
- Report at chapter meetings on:
 - Domestic and international news regarding current campaign
 - E.g., set up Google Alerts, follow guide to identifying trusted news sources
 - Major human rights violations HRW is working on as needed
 - E.g., sign up for HRW Daily Brief, follow HRW on Instagram or Twitter