

Student Leader Roles*

*Some roles may have a primary and secondary leader, which is especially helpful in having seniors train younger leaders how to do the role.

Team Captain(s)

- Run team and leadership meetings (act like MC as we rotate through student leaders leading meetings) – set up agenda, announcements, send email reminders to those assigned with tasks for the team meetings
- Help with large events (Ruckus, Rally, Monroe and NYS Fairs)
- Act as student liaison to the school, meeting with teachers weekly
- Talk with team members to understand their concerns and needs then tell the Team Leader
- Recruit new student leaders
- Work with all student leaders and do regular check-ins
- Google calendar to track all room reservations and times
- Build Season
 - Run Integration Meetings
- Room reservations
- Team FIRST initiatives
- Stay informed on what is going on in the FIRST world (Chief Delphi, facebook, word of mouth). Remind other leaders they are also responsible for this.
- Write the Captain's Log for sponsor newsletters
- Determine and print meeting agendas for each team meeting

Treasurer

- Get account statements – Obtain Excel spreadsheet from school monthly with transaction information
- Provide Team Leader with monthly balance (on the last day of every month) I never did this last year, should I?
- Deposit money from fundraisers
- Submit receipts and distribute checks for reimbursement
- Submit green fundraiser forms
- Assist students with doing fundraisers
- Maintain list of fundraising opportunities with relevant info

Team Communications

- Write and send weekly team emails
- Record Leadership notes and email to the leadership email list

Events Coordinator

- Generate and manage event signup sheets
- Add events to the Team Calendar
- Be the point of contact for help with demonstrations, fundraisers, community service, and other event opportunities
- Come up with team events to do if our schedule is open
- Determine carpooling for students with help of parents
- Come up with team building events
- Notify Marketing and Communications Coordinator about upcoming events so they get publicized.

Media & Marketing Coordinator

- Responsible for all team media
 - Upload our videos to YouTube
 - Add team events to the team facebook page
 - Make sure pictures from team events are uploaded to SmugMug
- Responsible for webpage content
- Responsible for press releases
 - Work with marketing team to generate press releases for events
- Make announcements on the team webpage at least twice a month or more if needed.
- Make announcements on the team facebook page at least twice a month or as needed.
- Assist with media production such as chairman's video and Dean's HW video
- Assist with website production
- Make sure that we do a sponsor newsletter at least every season or more if needed
- Responsible for promoting public image on all media
- Make sure build season blog posts are written and posted
- Take pictures or make sure someone is taking pictures and videos at all team activities and events
- Update display cases on a seasonal basis (Preseason, Build, Competition, Post Season/Summer)

Student Coordinator

- Point of Contact for new students
- Create ideas/activities to recruit and retain students
- Setup and maintain "Thunder and Lighting" System (student/mentor pairings)
- Leadership liaison to students
- Organize our demonstration at Clubs and Activities Fair
- Check-in with new students often to see how their experience is going
- Send welcome email to new students
- Send welcome email to new parents
- Work with event coordinator to create fun team events (Long Acre Farms in the fall, ice skating in winter, movie nights)
- Create recognition awards for mentors, teachers, and students

Subteam Coordinator

- Preseason
 - Draft email to mentors asking them to be leads of different subteams (send draft to Larry to review – needs to happen by August 1)
 - Determine what the primary and secondary subteams will be each year with leadership
 - Help Lead Mentor with meeting times for preseason
 - Communicate/establish goals for what subteams want to accomplish and work with them on what they want to accomplish
 - Attend subteam meetings and provide feedback to mentors
 - Gather input from students on what they think about meetings
 - Set roles for subteam student leaders
 - Make sure subteam Leaders submit attendance and synopsis to Leann
 - Make Subteams use the Wiki
- Build season
 - Attend integration meetings and make sure agreements are made about design
 - Overall perspective on design, better integration – keep it one system instead of 3
 - Manage what students are doing and make sure they are doing the right jobs and not making someone do the same task over and over or something they do not know how to do

FIRST Coordinator (FLL Jr., FLL, FTC, FRC)

- Organize the Rumble off season FLL event
- Organize Razzle Dazzle pre-season FLL event
- Organize and conduct the FLL Coach Training session
- Stay informed on all FIRST News
- Train 1511 students to be do FLL camps
- Recruit FLL and FTC student mentors
- Organize and conduct FLL Help Session
- Recruit students to volunteer at FLL Qualifiers and Championship events
- Inventory NXT/EV3 Kits in Penfield District
- Organize and be involved in the FLL camps
- Provide content to update the FLL Webpage
- Set up FLL/FLL Jr. demos

Resource/Asset Coordinator

- Manage inventory (i.e. parts in shop)
- Route packages/deliveries to whomever it may concern
- Keep closets tidy
- Keep track of and manage laptops