



# Sample Organizational Meeting Agenda

## I. Welcome and Introduction

- Thank everyone for coming to the meeting.
- Introduce the officers and advisors that are involved.

## II. Explain Purpose of the Meeting

- To recruit, inform and excite potential buddies and peer buddies!

## III. What is Best Buddies International?

- Best Buddies International is a 501(c) (3) nonprofit organization headquartered in Miami, Florida with offices and chapters across the country and world.
- The mission of Best Buddies is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, and leadership development for people with intellectual and developmental disabilities.
- You can be a part of Best Buddies for a lifetime, starting now and continuing into the citizens program, participating in e-Buddies, employing someone from the jobs program, or by making a donation to Best Buddies International.

## IV. What is Best Buddies?

- Emphasize that Best Buddies fulfills its mission in schools by pairing people with intellectual and developmental disabilities in one-to-one friendships with their peers without disabilities.

## V. Show the Best Buddies Video

- Visit [www.youtube.com/bestbuddies](http://www.youtube.com/bestbuddies) to access promotional videos. The “Best Buddies: One-to-One Friendships” video is a fantastic video to showcase the mission!

## VI. Explain the Time Commitment

- To become involved in a Best Buddies chapter, a buddy / peer buddy agrees to:
  - Be paired for one academic year
  - Make contact once a week either in person, by phone, by e-mail, or by Facebook
  - Have two outings per month
  - Attend all chapter meetings and group activities throughout the school year
- Students can join as buddies, peer buddies or associate members. Associate members agree to attend chapter meetings and group activities, but are not matched in a one-to-one friendship. Associate members will also join committees to help plan activities or fundraisers.

## VII. Chapter Meetings and Group Activities

- Chapter meetings are held regularly during the school year in order to provide information on upcoming events. Chapter meetings are also an opportunity for members to discuss their experiences, ask questions, and become more aware of topics surrounding the disabilities movement. Announce regular chapter meetings with mandatory attendance (e.g. every first Tuesday of the month) to create a cohesive group.
- Group Activities are events or outings that the entire chapter attends together. These activities are held at least five times a year, including at least one community service project. Share your ideas with other chapter members.



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## **VIII. Review Officer Corps Positions and Roles**

- Introduce the officers who are already in place and/or announce available positions.
- Describe the roles and responsibilities of each officer; share the officer team information found on the Best Buddies Library website ([www.bestbuddies.org/bbl](http://www.bestbuddies.org/bbl)).

## **IX. Personal Reflections**

- Have one or two members speak about either their experience with Best Buddies or their goals for the chapter.
- Ask your program manager to speak about the goals of the organization around the world and in your area.
- Consider asking your special education advisor/host site coordinator, the buddy director, or a buddy pair to speak about the importance of the program.

## **X. Review the Timeline and Process to Become a Peer Buddy**

- Review Best Buddies Online ([www.bestbuddiesonline.org](http://www.bestbuddiesonline.org)) and how to fill out a membership application and matching survey; discuss resources available on the Best Buddies Library ([www.bestbuddies.org/bbl](http://www.bestbuddies.org/bbl)).
- Pass around a sign-up sheet for buddy/peer buddy interviews. Instruct everyone who wants to be matched in a one-to-one friendship to sign up for an interview, and make sure they complete a matching survey and membership application on [www.bestbuddiesonline.org](http://www.bestbuddiesonline.org) before they come to the interview.
- Explain the interview process, how they will be matched, and when they will be notified.
- Share information on the meet your buddy (match) party and announce the date; if the date is not finalized it is okay to announce the tentative date so potential members are prepared to attend.
- Instruct students who do not want to be matched in a one-to-one friendship, but want to become associate members, to only complete the membership application online.

## **XI. Question and Answer Period**

- This is another good reason to have a Best Buddies staff member at your meeting!

## **XII. End the Meeting**

- Thank everyone again for coming. Be available to answer questions. Remind those at the meeting of the next meeting date!
- Have a meet and greet area for new members to socialize with the officer team and current chapter members. Food and drinks are always a plus!