

Structure of UNICEF Club

1. Executive Committee

UNICEF Club is managed and operated by an Executive Committee (The Committee) formed by at least four students. The Committee maintains all operations, activity planning and implementation. Different positions can be assigned to committee members for effective division of labor. To build efficient management of club, the suggested maximum size of the Committee is twenty.

Suggested Roles and Work Allocation	
Chairperson	• Sets the agenda and plans meetings and events • Works with teacher advisor and other club committee members • Keep contact with the UNICEF HK • Coordinates leadership transition
Vice Chairperson	• Assists the president in his or her duties • Presides over the club in the absence of the president • Sets up appropriate committees to coordinate and expand educational outreach and implement advocacy efforts if applicable
Secretary	• Takes the minutes and types the agenda of the meetings • Prepare annual plan and report documents
Treasurer	• Oversees all funds and transactions associated with the club • Submit all donations to UNICEF HK • Maintain records for the club's budget
Committee Members	• Keep records of all activities that occur during their term of service • Records kept would be used for annual reporting and leadership transition • Participate in UNICEF HK's educational, advocacy, & volunteer activities

Remarks: The club is welcome to design other roles and positions subject to operational needs.

2. Membership/ Sub-Committee

The Executive Committee may consider recruiting schoolmates joining the club membership. Club members will be prioritized to join club activities and UNICEF HK's programs. Sub-committee members can be recruited to assist in club activities.

3. Teacher Advisor

A school teacher will be invited by the Committee or appointed by school to guide and monitor the Club's operations and activities. Teacher Advisor shall be well acknowledged and informed of all club activities and updates, and be the focal point for coordination with UNICEF HK.

4. UNICEF HK

UNICEF HK's staff(s) will guide all UNICEF Clubs regarding any club related affairs throughout the club's term of service. Staff(s) participation in club meetings and activities, financial subsidies, promotional materials, UNICEF HK souvenirs, and advice on club's activities will be available upon request. To assist in club operations and administration, our staff(s) will keep in touch with the Committee and Teacher Advisor.