



UNICEF Club's Final Meeting Guide

1. Objectives of the Final Meeting

- Review overall performance, problems and improvement of the Club
- Prepare for the Annual Presentation
- Discuss the arrangement for club handover
- Provide advice and reference for the new Club Committee of next year

2. Meeting Preparation

- Confirm committee members' availability for the final meeting, and remind them to be punctual
- Invite teacher advisor and UNICEF HK to attend the club's final meeting
- Set agenda according to the club's final meeting objectives

3. Meeting Agenda

1. Members' self-introduction (names and titles)
2. Review and reflect on every school activity in the following areas:
 - 2.1. Planning, preparation and labour division
 - 2.2. The operation of the activity
 - 2.2. Problems or difficulties encountered during the operation
 - 2.3. Solutions for the problems
 - 2.4. Recommendation and advice for improvement of future activities
3. Club handover discussion: (a) any members will retain in the new Club Committee of the following year; (b) recruitment of new Committee members
4. Sharing: feelings, thoughts, and reflections on participating in the Club for a year
5. Group photo and share on social media

4. After the meeting

- Prepare content for Annual Presentation, and submit activity photos to UNICEF HK
- Contact UNICEF HK at 2338 5151 or email club@unicef.org.hk for any enquiries

5. Remarks

- If activities are scheduled after examination period (late June or July), final meeting should be arranged before the activity or by the end of June
- Submit activity report and photos before 20 July

