



## JR EXECUTIVE PROGRAM: STEP-BY-STEP

The **Jr Executive Program** encourages clubs to recruit interested first (or any other) year students as **Executives in Training**. This timeline can be used as a guide for your club to implement the Jr Executive Program. Feel free to skip, add, or change steps as required based on your club's specific needs!

If your club would like to customize an **online application form** for potential Jr Execs, email the CSO at [clubsoff@ucalgary.ca](mailto:clubsoff@ucalgary.ca).

### Step 1: Introductions

- Invite interested Jr Executives to learn more about your club, including **club goals** and **mandate**.
- Meet with Jr Executive(s) to discuss level of **involvement** and **commitment**. Clearly define expectations for the year. Find out if the Jr Exec want to be heavily involved or act more as a volunteer. Be ready to offer alternatives if someone isn't ready to take on a Jr Exec role, but still wants to be involved in the club.
- Invite Jr Execs to shadow one or more full Club Executives to find their **niche**. If they already have a certain executive position in mind, then skip to Step 2!

### Step 2: Learning the Ropes

- If a Jr Executive becomes interested in a particular executive position, establish a one-on-one **mentorship relationship** with an existing Club Executive. Familiarize the Jr Executive with the general **responsibilities** and **timeline** of the Club Executive's role in a typical year.
- The Club Executive may delegate **tasks** and offer **support** to the Jr Executive. The entire executive team should be able to offer **guidance** where needed. Start with more **general** tasks that require less responsibility, and work your way up to more **difficult** and involved tasks that require more responsibility. An example of tasks increasing in complexity and responsibility for Jr Executives is listed below:
  - Attend a club event
  - Learn key club contacts and their roles
  - Learn mandatory requirements of being registered with the SU
  - Learn the basics of **ClubHub**
  - Attend a **WorkshopSeries** session
  - Get acquainted with the CSO
  - Help to plan and organize a club event

Keep track of your Jr Execs' **progress** and reward their **success!**

### Step 3: On Your Own

- After learning the ropes with a mentor, check in to see if the Jr Executive feels confident to complete most (if not all) tasks **individually**. An end-of-the-year follow up is important for a smooth transition.
- If they're feeling comfortable, the Jr Executive is now ready to run for a full Club Executive position.
- Finish off the **transition** from Jr Executive to full Club Executive (after your club's elections or appointments) by transferring knowledge of club passwords, key contacts, key points in the club's history, etc. It might be a good idea to **celebrate** your club's Jr Execs and have them plan an end-of-the-year event!

