

Jr Executive Program: Step-By-Step

The Junior Executive (Jr Exec) Program is a great way to build your club's long-term success by training newer students, whether they're in their first year or not, as "executives-in-training." This guide outlines a suggested approach for implementing the program, but feel free to adjust steps based on what works best for your club.

Clubs that successfully integrate Junior Executives into their teams may be eligible for the SU's **L.O.V.E. (Longevity, Ongoing Vitality & Engagement) Club Award**, and Jr Executives may also be nominated for the **Outstanding Jr Executive Award**.

Step 1: Invite & Introduce

- Promote the Jr Executive opportunity during Clubs Week, social media campaigns, or at your events.
- Invite interested students to learn about your club's mission, goals, and ongoing activities.
- Meet one-on-one or in small groups to gauge their interest, availability, and capacity. Be clear about expectations (e.g., time commitment, responsibilities, and support).
- Some students may prefer a lighter commitment; be ready to offer alternative roles (e.g., general volunteer or committee member).
- Allow Jr Execs to shadow one or more current executives to explore where they might fit best. If they're already interested in a specific role, feel free to skip ahead to Step 2.

Step 2: Learn & Get Involved

- Pair the Jr Executive with a current Club Executive for one-on-one mentorship. Review the timeline and responsibilities of the role throughout the club year.
- Start small. Build confidence by assigning tasks that grow in responsibility over time. Some suggested activities include:
 - ☐ Attend and assist at a club event
 - ☐ Learn how to use ClubHub and submit event forms
 - ☐ Get familiar with your club's constitution and goals
 - ☐ Help plan a small event or campaign
 - ☐ Learn key club contacts (CSOs, MCEC, etc.)
 - ☐ Connect with the CSOs and attend office hours to ask questions
- Encourage teamwork and reflection. Keep track of their progress and celebrate their contributions!

Step 3: Support Transition

- As the year progresses, check in regularly to see if the Jr Exec is ready to take on more independent responsibilities.
- By the end of the year, support them in running for an official executive position (or being appointed).
- During your club's executive transition, include Jr Execs in knowledge-sharing activities. Transfer important info like:
 - ☐ Passwords and login access
 - ☐ ClubHub tips
 - ☐ Key contacts and partnerships
 - ☐ Event planning documents or templates
 - ☐ Club history and lessons learned
- End the year with a thank-you celebration or event to recognize your Jr Execs and their achievements!