



## UCLA MEMO EXECUTIVE BOARD

### Co-Presidents

#### Overall Responsibilities

- governing the club and delegating roles
- communicating with Nonprofit Board of Directors (BOD)
- maintaining inter-chapter relations
- heading the Intern Program
- reaching out to Los Angeles organizations to host events that cater to M.E.M.O.'s mission statement of serving impoverished or underserved communities locally, and for sponsorships

#### Actions and Tips

- complete new/re-recognition student organization application
- create board meeting minutes and update during board meetings
  - create before meeting day so board can update before board meeting
  - emphasize the last section (What's Next)
    - have board members fill out before ending board meeting
    - remind them to check back so they complete all necessary tasks
  - can make a copy of previous document so you don't miss anything
- work with Nonprofit Board of Directors on inter-chapter events: Health fair in October and Gala in April
- reserve rooms for meetings and events
- create the intern application, run the interviews, and assign projects throughout the year
- reach out to organizations in LA for volunteer events and communicate
  - Reach out to them throughout the year! If they don't reply, send follow-ups and develop a working list of contacts to keep track
  - If we already have a good relationship with them, maintain it and schedule regular events for the members, always make sure to ask if they would be willing to continue having us volunteer with them
  - MAKE SURE to include our mission statement in the initial cold email
  - If there are no orgs that have volunteering for us, make some new ones, can be async

## **Administrative Chair**

### Overall Responsibilities

- maintaining the membership records and contact information
- sending out weekly newsletters every Sunday
- communicate with other officers to stay aware of all MEMO events+logistics
- help Spon chairs plan workshops for GMs
- assist Presidents with tasks when needed

### Actions and Tips

- keep track of membership and contact information
  - Make the membership form and share it during the involvement fairs and in the newsletters.
  - Right after the involvement fair, make a roster of all the prospective MEMObers, including: First name, last name, UCLA email, class standing, phone number (optional), and shirt size
- update weekly newsletters with upcoming events
  - Use beehiiv! Feel free to get creative and deviate from the standard form that was done this year.
  - Know exactly who will make each graphic (which this year should be the Publicity and Social chairs) and maintain in contact with them so they are not late!
  - Newsletters this year went out Sunday nights but depending on when our general meeting time will be this year, this is up to change.
  - Every few months, change the banner that has our logo and the year depending on the season or event (it adds a nice twist) -- Use CANVA --

## **Finance Chair**

### Overall Responsibilities

- applying for funds throughout the year
- organizing fundraiser events
- handling the organization's spending

### Actions and Tips

- apply for funds to buy club merchandise or provide food at events
  - for merch, recommend buying a banner, canopy, and stickers first (nonprofit will provide T-shirts)
- make a venmo account for the organization
  - try to not use a personal bank account so the venmo account can be reused next year
- create and maintain a spreadsheet to organize all finances of the organization and keep track of inventory
- keep track of dues, fundraising money, t-shirt and sticker sales, and money from partnerships with sponsors (work with the Sponsorship Chair)
- organize fundraisers
  - can work with outside companies like restaurants to coordinate days for members to come and we receive a certain percentage of profit
  - can organize more DIY fundraisers where members make a product (spam musubi) or buy product (boba) at discounted bulk price and sell on campus

## **Sponsorship Chair**

### Overall Responsibilities

- reaching out for GALA sponsorships and donations
- communicating and meeting with BOD for spon updates
- organizing and executing professional events, such as workshops, mission trip workshops, and professional panels
- working with Inter-Chapter Sponsorship Committee to prepare for annual Gala

### Actions and Tips

- reach out to businesses for sponsorship deals, whether that be yearly discounts or one-night promotions, and communicate with the Finance Chair
  - reach out to them throughout the year! If they don't reply, send follow ups and develop a working list of contacts to keep track
  - contact other sponsorship chairs and board of directors at the beginning of the year to get an idea of past sponsors and to develop an ongoing spreadsheet of sponsors to prevent double dipping sponsors
- contact professionals of all health-related careers for professional panels and plan workshops
  - ALWAYS send thank you gift + gratitude note and ask whether we can share their emails
  - contact the individuals at least 3 weeks in advance (this gives ample time for replacements)
  - to receive funding for the needed supplies (suture kits, blood pressure kits, etc.), you must apply for funding AT LEAST 6 weeks in advance--so plan wisely and ahead of time!
- collaborate with Sponsorship Committee to fundraise for Gala
  - stay in contact with Nonprofit and other sponsorship chairs throughout the year
  - first half of the year will be focused on finding sponsorship deals (and organizing professional events) for just the UCLA chapter
  - second half of the year will be mainly working with the rest of MEMO's sponsorship chairs to raise money for the Gala in May

## **Outreach Chair**

### Overall Responsibilities

- search for volunteer opportunities (3 per month; OC Health Fair = October event )
- Lead local volunteer events
- maintaining relations and collaborations with other organizations

### Main Actions

- reach out to Los Angeles organizations to host events that cater to M.E.M.O.'s mission statement of serving impoverished or underserved communities locally and for sponsorships
- Create volunteer forms, organize transportation
  - Communicate with administrative chair on which volunteers attended each event to keep track of active membership
- Work with board of directors to organize vitals training for OC Health fair or other events
- create flyers/graphics

## **Publicity and Social Chair**

### Overall Responsibilities

- creating graphics
- maintaining social media platforms
- planning social events for all members

### Actions and Tips

- update Instagram, LinkTree and organization's website regularly
  - assign board members to post so that general members sees all board members posting
  - good idea to start implementing member shoutouts/highlights
- create graphics for events and social media
  - make a form for graphic requests
  - specify a time period before events to request for graphics
  - would be nice to have a theme for all graphics so that social media platforms look cohesive
- create application, pairings, and social events for the Big/Little Program
  - First, make a big-little interest form for both the prospective bigs and littles
    - Include name, year, major, and whether they would like to be a big or little for basic information
  - Then, create the big little application (refer to the one in the drive) that will be sent out after the event is introduced
  - Look over each application, both the bigs and the littles, and match people with the bigs that seem to best fit them (communicate with the VP and P to double check if they agree with your matchings)
  - Organize a fun big-little reveal
    - Perhaps suggest bigs get small gift for littles at reveal
  - Organize mandatory big-little socials throughout the semester and make sure to keep track, for example, by asking them to send in a picture to post on social media.

- TIP: In the beginning of the year, think of all the deadlines (with the help of the whole team) for the forms, socials, reveal, etc. and make sure to keep on top of this.
- take pictures at events
  - post on Instagram after events
- create social events for members
  - having a social event (big or small) once a month is ideal
  - help admin with planning the big inter-chapter social that UCLA is in charge of planning