

REGIONAL LEADERSHIP COUNCIL (RLC) - ROLES AND RESPONSIBILITIES

ROLES

Club Growth Support and Management

- Serve as a liaison between Student Programs Regional Associate and your school club
 - Share information discussed on RLC calls with your clubs, including special projects, initiatives, etc.
 - Share updates from your club activities with Regional Associate and other RLC members during calls
 - Remain in regular contact with your Regional Associate
- Support Student Programs initiatives and bring these ideas back to your club
- Spread awareness of the RLC, by way of social media, emails, text messages and emails, to recruit new members from other schools to expand Student Programs Leadership among new areas of the region.
- Work to implement new ideas that encourage your clubs and other student volunteers with their fundraising, service and awareness activities. Work together to educate their students bodies about Operation Smile, spread awareness, promote service opportunities, and hold successful events.

RESPONSIBILITIES

- *General expectations*
 - RLC members are expected to reply to all phone calls or texts within the next day and reply to emails within two days.
 - RLC members are expected to plan and organize regional meetings/large scale events along with other members.
 - RLC members are expected to represent Operation Smile and the Region thoroughly with any activities in-person or online.
 - RLC members are expected to reach out and form relationships not only with the rest of the RLC, but also other regional Operation Smile clubs.
- *Term Limits and Evaluations*
 - A one-year term limit applies to all members. At the end of the first year, a member may re-apply for a second term, if they are still in High School. Additionally, any member may resign or take a leave of absence at any time.
 - If any RLC member trends towards any, but not limited to: lack of communication with Student Programs staff, missing meetings/events, not submitting requested materials within deadlines, etc. the RLC member may be placed on an *improvement plan* by their Regional Associate. If you do not show improvement with your member responsibilities, you will be removed from the council.
- *Regional Meetings*
 - Regional meetings will be held regularly via Zoom or in-person meetings. Additional tasks will be assigned, as necessary, which may be face-to-face contact, phone calls, or via a social media platform.
- *RLC Retreat*
 - The RLC will have a *mandatory* retreat held in August. The purpose of this retreat is for team building and academic year planning.



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COUNCIL STRUCTURE

- *Members*
 - RLC members are selected to be a part of the council because they have shown dedication to Operation Smile and Student Programs, as well as displayed leadership among their peers. Everyone serving on the RLC is expected to bring their ideas, enthusiasm, and compassion to the council.
- *Working Committees*
 - All RLC members will serve on several working committees throughout the academic year that relate to events or campaigns the council is organizing or supporting. These committees will be determined on a needed basis for each region.
- *Recording Secretary*
 - This is a special role for one member of each region's council. The *Recording Secretary* will be responsible for facilitating conference call discussions, sending reminders about meetings, keeping meeting minutes (notes), and distributing agendas (prior to calls/meetings) and minutes (within one day after calls/meetings) for all meetings/calls. The Recording Secretary will perform roll call, keep track of attendance and involvement of Council members. Agendas and minutes will be disturbed to members via Facebook group, WhatsApp, email, or other platform the council has chosen as the primary mode of communication.

See below for more specifics for your region:

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NJ, NY, and NORTHERN U.S. RLC APPLICANTS

Additional Responsibilities

Specific to the Northern U.S. Regional Leadership Councils, including New Jersey and New York

Monthly Meetings

- *Length of the meeting:* 45 min to 1 hour
- *Frequency:* once-a-month from September through May (9 calls)
- *Dates and Times:* TBC, will be decided at the retreat
- *Platform:* Zoom
- *Structure of the Call*
 - The *Recording Secretary* will take attendance, meeting notes and will ensure all members get to present and share their ideas
 - RLC members will be responsible for updating the council and sharing their club's initiatives and activities, along with asking any corresponding questions and discussing any further support needed.
 - RLC members will also give updates on their progress with planning/organizing/creating content for any event/activity/summit/campaign that the council is tasked with supporting.
 - The Northern U.S. Associate will update RLC members on important information from Operation Smile Headquarters and any other tasks, events, campaigns, etc. that need the council's efforts.
 - Meetings will usually be held via Zoom, but there may be the opportunity for some in-person meetings and changes to meeting dates and times. Flexibility is required.
- *Attendance Policy*
 - RLC members are required to **attend all meetings** and cannot miss more than two meetings.
 - To be excused from a meeting, requests must be made to and approved by the Northern U.S. Associate *at least 48 hours before* the scheduled meeting time.

Regional Activities, Projects and/or Events

- All RLC members are required to attend the *mandatory RLC retreat* which will be held in *mid-August*.
- During the RLC retreat:
 - Regional activities, projects and/or events will be discussed and decided
 - Members will be organized onto RLC subcommittees to plan the regional activities.
- During the 2022-2023 school year the RLC is expected to organize *at least:*
 - *One regional fundraiser* (either in-person, virtual or occurring on the same day in multiple locations)
 - *One regional Ulead* (educational and awareness focused event, that can be held virtually)
- RLC members are required to attend the **Northern Regional Summit** (if one is held during the 2022-2023 school year)
- RLC members will be *required to attend, promote, and volunteer* at regional activities, projects and/or events
- Other students from Operation Smile clubs in the region can be recruited to assist with activity planning.



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HAMPTON ROADS RLC APPLICANTS

Additional Responsibilities

RLC MEETINGS: To best serve the region, the HAMPTON ROADS RLC will meet monthly.

- RLC Meetings will be held monthly on a recurring day, yet to be determined. These meetings will mostly be held on Zoom, however we will also have several in person meetings throughout the school year if we are able. These calls will generally last about an hour. Your flexibility is always appreciated! All requests to miss an RLC call / meeting should be made to and approved by Pete Hansen no later than 48 hours before the call. Each member should miss no more than two RLC calls / meetings. At these meetings the RLC will be responsible for updating staff, the NLC (National Leadership Council) member(s) assigned to this region, and each other committee members on progress with regional events, initiatives and club happenings. RLC members will also have the opportunity to discuss any questions or needs that they have. **The Recording Secretary** will type out the minutes/discussion and post it in the RLC Google Drive immediately following the meeting. All RLC members are expected to join and follow the RLC Google Drive.

REGIONAL MEETINGS: It is expected that the RLC will lead Regional Meetings and to be responsible for helping to plan those meetings. Regional meetings will serve as an opportunity to educate students, parents, teachers and other residents in the Hampton Roads region about Operation Smile. We will hold at least two and possibly three regional meetings during the 2021/22 school year on dates yet to be determined. All requests to be excused from a regional meeting must be made to and approved by Pete Hansen no later than 48 hours before the meeting. RLC members should not miss more than one regional meeting.

NATIONAL/REGIONAL EVENTS: Each RLC member is required to attend and promote volunteer/attendance opportunities at the Middle School Dodgeball Tournament, High School Talent Show, the Final Mile and other local events. All requests to be excused from a regional event must be made to and approved by Pete Hansen no later than 1 week before the event. RLC members will also be expected to help plan support other regional events that come up. The Hampton Roads RLC will be expected to work with other local clubs to provide leadership and guidance. The RLC will also be expected to take the lead in planning and hosting the Spread the Love campaign and 757's Got Talent. The Hampton Roads RLC will also be asked to take a lead role in helping to plan and support any Operation Smile National Campaigns. RLC members should not miss more than two regional events.

RLC Members will also be responsible for helping to plan, run, and present during regular Virginia Town Hall Meetings. Town Hall Meetings will be held utilizing Zoom.

RLC RETREAT: The Virginia RLC will be expected to attend a mandatory day-long retreat. The RLC retreat is generally held in the month of August. We will discuss the date of the planning retreat during the RLC phone interviews. Please consider whether you are able to attend this retreat before submitting your application.



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VIRGINIA RLC APPLICANTS

(Students in the state of Virginia who do not reside in the Hampton Roads area)

ADDITIONAL RLC RESPONSIBILITIES:

- **RLC Meetings**
 - To best serve the region, the Virginia RLC will meet monthly (August – May).
 - 2021-2022 RLC meeting schedule to be determined. These meetings may be held on Zoom. Additional tasks and meetings will be assigned/scheduled as necessary.
- **Attendance**
 - Each member should not miss more than 2 meetings.
 - Requests to be excused from a meeting are to be made to Pete Hansen, Operation Smile Student Programs Virginia Associate, at least 48 hours in advance.
- **Meeting Structure**

RLC members will be responsible for updating staff and other council members assigned to this region on their progress with regional/national initiatives and discuss any needs they have.
- The **Recording Secretary** will create and post the meeting notes in the Virginia RLC Google Drive directly following each meeting.
- **National/Regional Events**
 - RLC member responsibilities include implementing awareness campaigns, conducting outreach to students/schools/clubs within their local area (state), and planning larger-scale events.
 - Each RLC member is expected to organize at least one fundraising event in their local area for the 2021/2022 school year. Details and dates will be determined at the RLC summer retreat. Committees may be created to organize and plan events and activities.
 - RLC members are required to help implement and run all national Student Programs events and initiatives. RLC members are also required to attend, promote, and volunteer at regional activities, projects and/or events. Events may include regional U-Leads, fundraising events, service projects, social/awareness events, etc.
 - The Virginia RLC will be expected to attend a mandatory day-long retreat. The RLC retreat will be held in the month of August. We will discuss the date of the planning retreat during the RLC phone interviews. Please consider whether you are able to attend this retreat before submitting your application.
 - RLC members will be responsible for helping to plan, run, and present during regular Virginia Town Hall Meetings. Town Hall Meetings will be held utilizing Zoom.

If you have any questions, contact Pete Hansen at pete.hansen@operationsmile.org



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WESTERN U.S. REGIONAL LEADERSHIP COUNCIL (RLC) APPLICANTS

(Students in AK, AZ, CA, CO, HI, ID, MT, ND, NE, NM, NV, OR, SD, TX, UT, WA, WY may apply)

ADDITIONAL RLC RESPONSIBILITIES:

- **RLC Meetings**
 - To best serve the region, the Western U.S. RLC will meet monthly (August – May).
 - 2021-2022 RLC meeting schedule to be determined. These meetings may be held on Zoom. Additional tasks and meetings will be assigned/scheduled as necessary.
- **Attendance**
 - Each member should not miss more than 2 meetings.
 - Requests to be excused from a meeting are to be made to Pete Hansen, Operation Smile Student Programs Western U.S. Associate, at least 48 hours in advance.
- **Meeting Structure**

RLC members will be responsible for updating staff and other council members assigned to this region on their progress with regional/national initiatives and discuss any needs they have.
- The **Recording Secretary** will create and post the meeting notes in the Western U.S. RLC Google Drive directly following each meeting.
- **National/Regional Events**
 - RLC member responsibilities include implementing awareness campaigns, conducting outreach to students/schools/clubs within their local area (state), and planning larger-scale events.
 - Each RLC member is expected to organize at least one fundraising event in their local area (state) for the 2021/2022 school year. Details and dates will be determined at the RLC summer retreat. Committees may be created to organize and plan events and activities.
 - RLC members are required to help implement and run all national Student Programs events and initiatives. RLC members are also required to attend, promote, and volunteer at regional activities, projects and/or events. Events may include regional U-Leads, fundraising events, service projects, social/awareness events, etc.
 - The Western RLC will be expected to attend a mandatory day-long retreat. The RLC retreat will be held in the month of August. We will discuss the date of the planning retreat during the RLC phone interviews. Please consider whether you are able to attend this retreat before submitting your application.
 - RLC members will be responsible for helping to plan, run, and present during regular Western Region Town Hall Meetings. Town Hall Meetings will be held utilizing Zoom.

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SOUTHERN U.S. RLC APPLICANTS

ADDITIONAL SOUTHERN RLC RESPONSIBILITIES

- *RLC Meetings*
 - To best serve the region, Southern RLC will meet monthly from August - June.
 - Southern RLC meeting day/time to be determined at August retreat.
 - These meetings will be held via Zoom.
 - Each meeting will last between 30 minutes to an hour, depending on updates/upcoming events.
 - Additional tasks and meetings will be assigned/scheduled as necessary.
- *Attendance*
 - All requests to be excused from a meeting are to be made to Jackie Nguyen, Operation Smile Student Programs Southern U.S. Associate, at least 48 hours before the scheduled meeting.
 - Each member should not miss more than 2 meetings.
 - The Southern RLC will communicate via a Whatsapp group chat and emails.
 - RLC members will be expected to respond to emails/messages within 48 hours.
- *Meeting Structure*
 - RLC will be responsible for updating staff and fellow RLC members assigned to this region on their progress with regional initiatives and discuss any needs the members have from staff/members .
 - The **Recording Secretary** will type out the meeting notes, email and post it in the Southern RLC Google Drive directly following the meeting.
- *RLC Retreat*
 - The Southern RLC will have a mandatory virtual retreat held at the end of summer. The purpose of this retreat is for team building and academic year planning of goals for the RLC.
- *Regional Events*
 - Members of the Southern RLC are responsible for implementing awareness campaigns, conducting outreach within the local area, and planning larger-scale events.
 - Proposed events may include a regional U-Lead in the early fall, Operation Smile Student Programs fundraiser in the late fall, winter service project and/or social event, and a regional event/fundraiser in the spring.
 - Ideas, details and dates will be determined by RLC members at the RLC summer retreat.
 - RLC members may also be required to assist in planning and attend the **Southern Regional Summit (Date TBA)** in person or virtually.



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