



Mini Vinnies new starter sessions

Meeting 1 – Forming your Mini Vinnies leadership team

Aim of session:

- To help the children to have a good understanding of the leadership roles within the Mini Vinnies.
- To elect the children who will take on the leadership roles within the group.
- To prepare content for the Mini Vinnies display board in school.

What you will need for the session:

- Mini Vinnies officer roles worksheet (1 per child)
- Cut-outs of role descriptions (1 copy per group)
- 5 large pieces of paper (1 set per group)
- Materials for display board
- Blue Tack
- Handprints for display board

Procedure:

- Invite one of the children to read the opening prayer in their handbook.
- Share a short reflection. This may be from the *Mini Vinnies Spiritual Reflection Guide* or one of your choice.
- Welcome the Mini Vinnies to their first SVP meeting and explain the aims for the meeting.
- Divide the children into small groups and give each group five large pieces of paper with the headings on for each officer role, then distribute the role descriptions for the children to read, discuss and put in the correct place.
- Once they are in the correct order, have a chat about the traits and talk about the skills and talents that those in the group have, and which might match the roles.
- The children can vote for the people they think would best suit each role.
- Show the children the materials that can be displayed on the Mini Vinnies display board. You could also print off copies of the *Minutes of the Meeting* and *Agenda* worksheets for the secretary to see, as well as the treasurer's *Treasure Chest* worksheet.
- Get the children to decorate their handprints and write on them how they would like to help as a Mini Vinnie.
- Close your meeting with a prayer and set the date for the next meeting.



St Vincent
de Paul Society

England and Wales

Turning Concern into Action

Registered charity number 1053992

✉ youngvincentians@svp.org.uk

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President

Organise and be in charge of meetings, keeping them controlled and orderly but enjoyable.

Lead prayer and spiritual reflections using the resources provided with the help of the Vincentian Coordinator.

Encourage the involvement of all members, both in the meeting and in planned activities, to allow all group members to use their skills.

With your Vincentian Coordinator, arrange a time that your local adult SVP President could come into school and talk to the group.

Lead the group in seeing what the needs are in school and in the local community and come up with possible activities to help to meet those needs.

Vice-President

Support the President.

Lead the meetings when the President is not at meetings.

Assist with the organisation of meetings.

Assist with ensuring that the members have the tools and support they need as a Mini Vinnie.

Regularly meet with the President of the Mini Vinnies and the Vincentian Coordinator to help plan meetings and projects.



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Secretary

Record the minutes of meetings so that everyone remembers what was said, and the activities that have been planned.

Keep a list of the members of the group and display these along with the minutes on the school/parish notice boards if possible.

Produce an end of term report of the group's activities for the school/parish newsletter.

Complete the end of year form (Secretarial Returns) from the SVP Young Vincentians Team about what your Mini Vinnies group have during the year.

Treasurer

Keep a record of any funds raised and which charities have been supported. Don't forget you can raise money for the work of the SVP.

Tell the other Mini Vinnies at every meeting about the money the group has and what they have spent.

Meet regularly with the Head Teacher to discuss how the group plans to raise and spend money.

In charge of looking after any money raised at Mini Vinnies' events.

If you are absent from the meeting, give a written report beforehand to the President of the group about the money the group has and what has been spent.



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Communications Officer

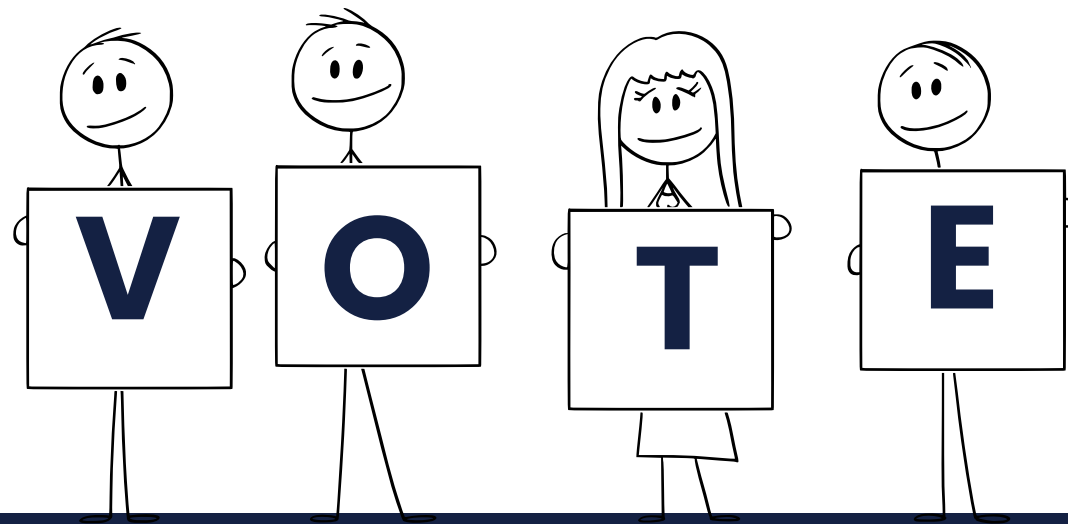
Make sure that the school/parish notice board is up to date.

Make sure that the Secretary's end of term report is placed in the school newsletter.

Make sure that activities are reported on the school/parish website.

Make sure that posters are made and put up to promote any Mini Vinnies events and fundraising.

Encourage the other members to prepare questions to ask for any visitors who come and see the Mini Vinnies.



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Let's choose our Mini Vinnies Officers...

Spend a few minutes thinking about who you would like to choose for these roles. Write your notes on your worksheet and then take a final vote.


I think _____ should be the President because...



I think _____ should be the Vice-President because...



I think _____ should be the Secretary because...








Let's choose our Mini Vinnies Officers...

Spend a few minutes thinking about who you would like to choose for these roles. Write your notes on your worksheet and then take a final vote.

I think _____ should be the **Treasurer** because...



I think _____ should be the **Communications Officer** because...



Final vote

President's name:

Vice-President's name:

Secretary's name:

Treasurer's name:

Communications Officer's name:

