



## setting up young chamber in your school

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guidance notes

These notes provide information about the roles and responsibilities of Young Chamber Council members in a school, some typical examples of activities and helpful advice about dealing with commercial businesses.

With thanks to London Young Chamber





## Young Chamber Representative Council

- ① Young Chamber Representative Councils should be made up of approximately 18 students, in the roles described overpage and any other roles that the group deems necessary to ensure success in all Young Chamber activities.
- ② Once selected onto the Young Chamber council, the entire group should agree who will carry out the particular job roles described overpage through a process of interview, presentation or election.
- ③ Students should expect to be in the role for one full academic year, with the possibility of re-selection in subsequent years.
- ④ It is suggested that students in years 11 and 13 do not take on the role of President or Vice-President due to competing study priorities.
- ⑤ The group will meet no less than bi-weekly, though weekly meetings are ideal, at a set time and venue (if possible).
- ⑥ Opportunities should be developed for students from across the entire school population to participate in, or contribute to Young Chamber activities.
- ⑦ Any student missing two consecutive meetings without giving prior notice, or valid reason, will be required to meet with the President (if appropriate) and Young Chamber teacher to discuss their ability to continue as a member of the Council.
- ⑧ Dependent upon the activity, small project groups may also be formed by members and non-members of the council, to deliver particular activities. although all the roles listed overpage should remain in place at all times.
- ⑨ If any member of the group resigns during the year, the vacancy should be advertised across the school. A recruitment panel should interview interested candidates before selecting a suitable replacement.
- ⑩ Each Council member will be required to produce a brief report at the end of each term to summarise progress. This should be submitted to the President one week before the end of each term.
- ⑪ The President will be required to collate all progress briefs and submit this to the Young Chamber teacher and the Young Chamber co-ordinator before the last day of term.



## Young Chamber Roles

### President

- Chair Young Chamber Council meetings
- Lead and direct the council and motivate all members to achieve
- Represent the Council within the school and externally
- Promote Young Chamber across the school population
- Manage Council members, maintaining attendance and commitment
- Lead recruitment panels for new Council members with Vice President, YC Teacher and YC Co-ordinator
- Manage the Young Chamber budget alongside the Finance Officer and Vice President
- Assist all Young Chamber Council members in their roles
- Produce and submit Young Chamber progress reports before the end of each term

### Vice President

- Take on the President's role in his/her absence
- Produce Young Chamber Business Plans with Business Development Officer and Evaluation Officer
- Produce a Young Chamber newsletter each term, with the Press Officer, Communications Officer and School Liaison Officer
- Manage the Young Chamber budget alongside the President and Finance Officer
- Assist all Young Chamber Council members in their roles

### Finance Officer x 2

- Manage the budget alongside the President and Vice President
- Maintain financial records with correlating receipts for all outgoings and income
- Report to the Council on all financial issues
- Produce financial plans for business activities
- Present financial plans
- Review financial proposals submitted to the Young Chamber Council from the school population
- Submit funding requests to the Young Chamber teacher

### Marketing Officer x 2

- Produce publicity for Young Chamber activities
- Produce case studies of Young Chamber activities
- Maintain advertising campaign around school and in the local community to raise awareness of Young Chamber and activities

### Business Development Officer x 2

- Liaise with business links to progress activities and build relationships
- Liaise with the Young Chamber Co-ordinator
- Produce Young Chamber business plans with the Vice President and Evaluation Officer
- Provide clear instructions to all businesses in relation to events and activity requirements



## Young Chamber Roles

### School Liaison Officer x 2

- Liaise with the Head Teacher, teachers and all school population about Young Chamber activities and progress
- Maintain Young Chamber Council notice board
- Ensure Young Chamber is represented at other school events i.e. fairs, productions, open days
- Produce Young Chamber newsletter with Vice President, Press Officer and Communications Officer

### Communications Officer x 2

- Produce minutes and agendas for all Young Chamber Council meetings
- Communicate meeting times and venues with all concerned
- Log attendance at Council meetings
- Produce Young Chamber newsletter with Vice President, Press Officer and School Liaison Officer

### Press Officer x 2

- Develop strong relationships with local press (and national where appropriate)
- Design standard press release template
- Produce press releases for all newsworthy issues and activities
- Produce news articles for school newsletters
- Produce Young Chamber newsletter with Vice President, Communications Officer and School Liaison Officer

### Evaluation Officer x 2

- Maintain records of all Young Chamber activities
- Ensure all students involved in Young Chamber activities complete evaluation reports
- Ensure all businesses involved in Young Chamber activities complete evaluation reports
- Collate evaluation information and produce reports based upon student and business feedback
- Produce Young Chamber business plans with the Vice President and Business Development Officer

### Resource Officer x 2

- Research products and services required for Young Chamber activities
- Issue notices to suitable businesses outlining opportunities to supply products or services
- Negotiate contracts and service delivery with businesses
- Conduct market research into costing competition and product/service demand for Young Chamber activities



### **All Young Chamber Council member activities**

- Produce Young Chamber Year Action Plan - (Term One) and submit to Young Chamber teacher and Young Chamber Co-ordinator
- Produce Action Plan updates
- Review business proposals submitted to the Young Chamber Council from across the school population and make decisions about support to be offered
- Produce progress reports (to be submitted to Young Chamber President one week before the end of each term)
- Represent Young Chamber at school and external events (as required)
- Encourage the school population to develop enterprising business ideas
- Seek innovative ways to engage businesses in education

*Note: The information given here is not intended to be a definitive list, or description of roles and activities. It is designed to help the Young Chamber Council to become established and to understand its purpose. It is expected that this will change as the Council itself develops.*



**Typical activities**

Term 1	Term 2	Term 3
Recruitment	Leadership Programme - Part 2 (optional)	Activity 6
Objectives	Activity 3	
Action Plan		Activity 4
Leadership Programme - Part 1 (optional)	Activity 5	
Publicity/Case Study		Action Plan (Term 3)
Website Development	Action Plan (Term 1 - yr 2)	
Activity 1		Recruitment
Activity 2		
Action Plan (Term 2)		



## Young Chamber Example Activities

### **Business Planning and Support**

Review business proposals submitted to the Young Chamber Council by students from across the school population. Discuss the viability of the plans and decide what support to offer to help the business develop.

### **Careers Day**

Organise careers events, inviting a variety of businesses into the school to give talks about their area of work and facilitating interactive activities for students to take part in and increase their understanding of the type of work.

### **Charity**

Organise Young Chamber activities and events and donate profits to worthwhile charities.

### **Community**

Support your community by developing links with local businesses and organisations, encouraging them to engage in education and offer more work experience and employment opportunities for young people. Raise awareness of local initiatives. Organise events that bring the community together and encourage diverse groups to positively interact. Form links and partnerships with local groups to bring about positive changes in your local area.

### **Company visits**

Arrange for students to visit a local company to meet with staff, or tour the facilities, helping them to understand the work the company does and what opportunities there may be for young people entering the workplace.

### **Curriculum**

Develop links with businesses that support education across the curriculum by delivering classes and making education topics relevant to workplace activities.

### **Entertainment**

Start a cinema club at school followed by debates to discuss the issues, invite local businesses to take part. Make links with event organisers to help put on the best end of term party. Organise a 'battle of the bands'.

### **Event**

Organise a Young Chamber Day, inviting a variety of businesses to support students to develop business ideas through 'Dragons Dens' or 'Apprentice' style activities.



## Young Chamber Example Activities

### Environment

Decrease the impact that your school has upon the environment by implementing 'green' practices. Make links with businesses that can supply environmentally considerate products. Arrange for the local council to collect recyclable waste. Launch a green awareness campaign and competition within the school, other local schools, or your community.

### Media

Produce a Young Chamber promotional DVD to demonstrate the work undertaken and to encourage other young people, or schools, to get involved. Issue a tender to local businesses that could produce the DVD.

### Micro Business

You have an idea for a product or service that you believe is marketable within your school or local community. With support from Young Chamber business mentors, you complete the business planning and implementation process, attempting to build the business and make a profit.

### Student Voice

Raise the voice of young people in business development, local and national politics and other issues that affect you, by attending, organising and speaking at events, debates and seminars etc.

### Social Enterprise

Reinvest Young Chamber profits into the project to further develop ideas and events and allow more students to get involved, increasing opportunities for young people to learn through practical experience.



## School and business engagement guidelines

*Businesses are keen to engage with schools and young people. All parties will gain the most through developing long lasting and reciprocal partnerships.*

*There are a number of guidelines that will assist the development of these partnerships, as well as the success of an event, which will therefore encourage businesses to participate again in future events.*

Please bear in mind the following points when planning for an event with business engagement.

- 1 Businesses work to tight deadlines and schedules. Diaries are often booked out months in advance. To secure business engagement at school events, businesses should be approached as early as possible (i.e. two/three months notice) and exact dates given.
- 2 If you are making contact with a business for the first time, this should be done by telephone and then followed up with an email to confirm any arrangements and exchange contact details. Email is usually the most convenient form of communication to pass on information, but be careful not to email someone more than is necessary.

- 3 Try to establish two key contacts with an organisation. This will help to make a strong connection with the business and if one person is unable to attend an event, the second person may be available.
- 4 As soon as a person has agreed to participate in an event, a brief should be sent to them providing the following information:

- Date and time of event
- Venue details including a map
- Parking arrangements/information about public transport
- Access for disabled persons or people with specific requirements
- The objectives of the event or activity
- Year, age or subject group of students participating
- Number of students participating
- The role of the business person on the day
- Timings for sessions, presentations or questions
- Any resources or preparation required
- Equipment or facilities available i.e. laptop, projector, paper, pens
- Any press releases being made
- Contact names and telephone numbers at the school



## School and business engagement guidelines

*Businesses enjoy engaging with schools and working with young people. They are the workforce of the future. However, this engagement should not impact upon the business in a way that will require them to commit an excessive amount of time or resources. Providing specific guidelines for the event and any preparation required will help a business to deliver the objectives and make school engagement easy for them.*

Once a business has agreed to take part in an event it is unlikely that they will cancel unless absolutely necessary. A reminder one week before the event should be enough to confirm attendance.

One day before the event, send a courtesy email or phone call, to confirm final arrangements i.e. who to ask for upon arrival or contact details on the day.

Businesses hope to add to their Corporate Social Responsibility profile and to advertise their services or products through working with schools. Therefore:

All events should aim to attract press attention.

A press release should be issued to all local newspapers (and other groups where appropriate) before the event.

To get the press interested in your story or event it has to be unique. The more innovative the better.

Businesses should be named in the release (providing you have agreed this with them in advance).

Send the draft release to the company before sending it to the press. They may want to add or change some wording and it will raise their interest in the event if they believe there will be press coverage through participating.

If the press don't pick up the story before the event, send a follow up afterwards. Include a summary of the event, photos and quotes from all involved (students, teachers and businesses).

Articles and links could also be included in school newsletters or posted on websites.



**Your Young Chamber Council**

President .....	Year .....	Press Officer .....	Year .....
Vice President .....	Year .....	Press Officer .....	Year .....
Financial Officer .....	Year .....	Evaluation Officer .....	Year .....
Financial Officer .....	Year .....	Resource Officer .....	Year .....
Marketing Officer .....	Year .....	Resource Officer .....	Year .....
Marketing Officer .....	Year .....		
Business Development Officer .....	Year .....	Young Chamber teacher .....	Location .....
Business Development Officer .....	Year .....	Young Chamber teacher .....	Location .....
School Liaison Officer .....	Year .....		
School Liaison Officer .....	Year .....		
Communications Officer .....	Year .....		
Communications Officer .....	Year .....		