LET'S ROLL !
Team
MMXIII
Together Everyone Achieves More
I WANT YOU TO SPEAK ENGLISH
YES, YOU CAN !
I'll Be There
Yes, I Will
National Association of English Clubs
Proud to Be Part of a Community

République de Côte d'Ivoire
Union – Discipline - Travail

LET'S ROLL ! TEAM

A place to develop your English communicative skills, to befriend, to socialize, to have the opportunity to enter competitions, and to perform at public shows.
AND NO PLACE ELSE !

THE LET'S ROLL ! TEAM GUIDE

Join an affiliated club or start one to belong to the Greatest English-speaking Family in Ivory Coast

Any Questions?

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The Let's Roll ! Team Guide

For the use of all the **Let's Roll ! Teams** & **Teamers** serving everywhere in Côte d'Ivoire at any level.

Contents

<u>Our Code of Honor</u>

We Do the Best We Can
We Do the Right Thing
We Care About Other People

By **Anselme AKA,**
National Chief Executive Coordinator (NCEC)

In the **Let's Roll ! TEAM** (our English Club), we have a very simple **Code of Honor** for all members. This code helps us to remember what is most important. It helps us to succeed and helps us to help each other.

The first Code is "**We Do the Best We Can**". It means we always try to do our best. We are never perfect. We will always make mistakes because we are human. We are dedicated to being **constant and never-ending improvement**. We cannot be perfect, but we can always improve a little bit every single day, every single week, every single month and every single year.

Code two is "**We Do the Right Thing**". It means we do not say bad things to other people. We do not insult them. We do not steal. We do not hurt people. When we make a mistake, we apologize directly and ask for forgiveness. We always try to be positive, kind, honest and friendly. We try to understand other people.

Finally, Code three is "**We Care About Other People**". It means we actively try to help other people. We actively welcome new members and support them. We celebrate other people's success. When someone improves or succeeds, we congratulate them. We compliment them. When you see a member do something good, notice it. When someone is sad, or suffering or feeling doubts, we support them. We encourage them. We give them strength. We remind them to just do the best they can, and keep improving just a little bit every day.

It is very simple really. At the beginning and end of every meeting, we remind members of the 3 watchwords.

WHAT IS LET'S ROLL ! TEAM ?

Let's Roll ! TEAM is a network of people who :
- **really** want to improve their English,
- **regularly** meet**,**
- belong to the team because **they want to**, **not because they must,**
- are all keen to be **active** and **helpful team players**.

The **Teamers** want to **practice** and **improve** their English and **have fun** at the same time.

OUR VALUES

Values shape the culture of **Let's Roll ! TEAM**. They let all of the Team players know what is expected of them :

- **Openness** to communicate, consult and provide information
- **Partnership** to complement each other
- **Foresight** to plan ahead within available resources
- **Expertise** to develop necessary skills and apply them today and in the future
- **Effectiveness** to achieve objectives
- **Efficiency** to achieve value
- **Commitment** to give our best
- **Integrity** to be impartial and ethical
- **Courtesy** to treat others decently
- **Responsiveness** to react to problems and changing circumstances
- **Trust** to show others we strongly believe that they are honest and sincere and will not deliberately do anything to harm, we do not doubt their good intentions.
- **Care** to show others we feel a lot of affection for them and look after them
- **Teamwork** to make people work well together
- **Encouragement** to give confidence and hope
- **Respect for Diversity** to accept each other
- **Togetherness** to create a happy feeling of affection and closeness to others

OUR PRINCIPLES

We help our club members to join our mission. We are all doing this **together** !

Together we are creating a nationwide network of English Clubs.
Together we are contributing to education everywhere.
Together we are creating true global leaders.
Together we are bringing life back to learning.
Together we can change the world.

It is required that the club members have :
• Active participation, Cooperation and Contribution
• Regular attendance of meetings
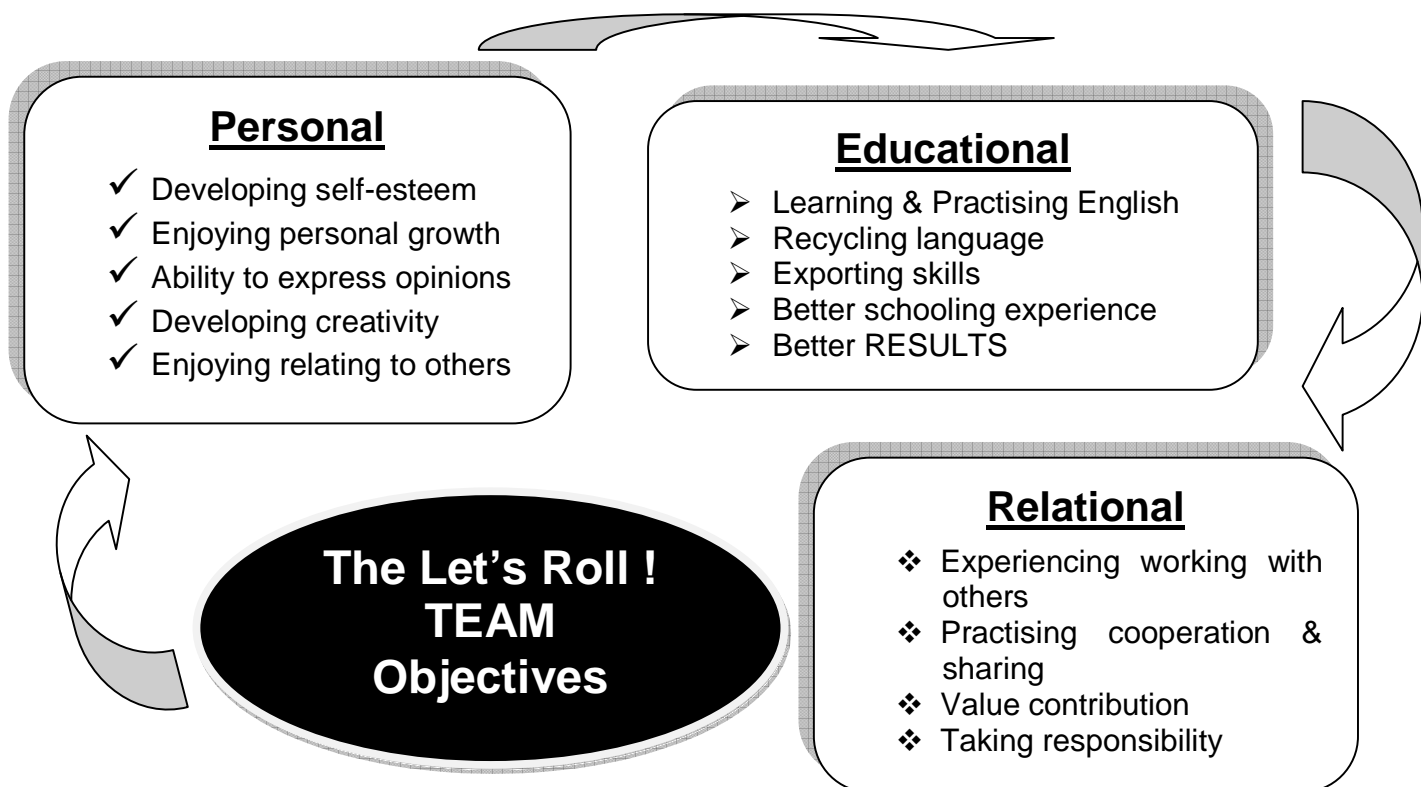• Respect of the club's basics

OUR GOALS

We exist to serve the **Let's Roll ! Community.** We seek to provide the services it needs and the leadership the *Team players* need to go on succeeding. **Serving the Community is our single most important goal**, to which all the English learners and speakers in Côte d'Ivoire should be committed. Remind your members that personal success is only the first step because we have a bigger goal :

- **Our goal** is to contribute to improve things.
- **Our goal** is to create a completely new way of learning and speaking English, a way that is powerful, effective, fun, positive, cooperative, social and friendly.
- **Our goal** is to bring happiness back to learning everywhere in Côte d'Ivoire and in all French-speaking area.

The club's objectives:

The main objective is to create a recreational and consolidating opportunity for students to learn and practice English. Thus, it tries to
• Give vent to students' creative talents.
• Provide encouraging atmosphere for Students to express personal views about whatever they choose.
• Enhance students' learning opportunities.
• Set new horizons for Students learning English through the media they daily use.
• Engage them in cooperative tasks.
• Envelope their awareness of themselves as individuals with special different talents and capacities.
• Maximize students' exposure to authentic English through media, books...
• Trigger their active involvement in learning and school life.

Personal
✓ Developing self-esteem
✓ Enjoying personal growth
✓ Ability to express opinions
✓ Developing creativity
✓ Enjoying relating to others

Educational
➢ Learning & Practising English
➢ Recycling language
➢ Exporting skills
➢ Better schooling experience
➢ Better RESULTS

The Let's Roll ! TEAM Objectives

Relational
❖ Experiencing working with others
❖ Practising cooperation & sharing
❖ Value contribution
❖ Taking responsibility

OUR MUCH SOUGHT-AFTER COMPETENCIES

- **Core Competencies**

Communication – Teamwork - Planning & Organizing – Accountability – Creativity - Client Orientation – Solving Problems - Commitment to Continuous Learning - Information Technology Awareness

- **Managerial Competencies**

Leadership - Vision / Goals Setting - Empowering Others - Building Trust - Managing Performance – Assessment - Decision-making

One of our goals is to create new global leaders. A leader is anyone who works to create a better world and help other people. You will have many leaders in your Club. Encourage everyone to **live the 3 Codes**. Share this Club Leadership Guide with all of your members.

STARTING A LET'S ROLL ! TEAM

AN AFFILIATED ENGLISH-SPEAKING CLUB

- Why start an English-speaking Club ?

An English-speaking Club is a place for language learners to use English in a casual setting. Practicing your skills in the classroom is important, but it is not like real life. **In an English-speaking Club, you get a chance to practice many different skills in a setting that is more like real life**.

The club tries to compensate for the lack of exposure opportunities to English as a foreign language for your students.
The club activities will be based on communicatively authentic material, as much as possible, and this includes:

 Film reviews and discussions.
 Listening comprehension and discussion.
 TV group watching.
 Group reading and discussions.

- Make English-speaking friends

Starting an English-speaking Club is a great way to make new lasting friendships. You will feel more comfortable using English around people you trust and have fun with. Don't limit your friends to the people in your class.

- How can I start an English-speaking Club ?

1. Post an advertisement sheet

You can start by putting up **an advertisement** sheet on your school or your area board. Write your **email address** or **phone number** so that people can email or ring you with any ideas they might have. Make sure you wrote down **the time** and **place** of the club meetings.

2. Seek help

Don't try to do everything yourself. Each member should contribute to the club. You may even want to find a fluent English speaker who will volunteer to come to your meetings. New teachers or a high school student may be willing to help you for free. You can put an ad in a local paper or at the library or supermarket. For example :

WANTED: Volunteer to help with English-speaking Club. Must be fluent in English. No teaching experience or preparation necessary. Call (XXX) at (your phone number) for more information.)

3. Hold an introductory meeting

After you have enough people sign up (**6-10 people is a good number**) you will need to hold an **introductory meeting**. At the first meeting, members can learn each other's names and you can talk about what kind of club people are interested in. One way to organize the club is

by putting one member in charge of being the leader each week. You can organize the weeks in terms of **themes** (music, food, travel, etc.), or **skills** (reading, writing, listening, etc.).

4. Create rules and routines

At your meeting you can discuss what types of **rules** and **routines** the club should have. For example, English-speaking Clubs usually have an **"English only" rule**. Will people be allowed to drink and eat during the meeting? What about bringing a friend? It is a good idea to conduct each club meeting in a similar way. When people know what to expect, they are more likely to attend.

5. Who will join my English-speaking Club?

You can invite anyone to join your English-speaking Club, including friends, fellow students, co-workers, and people from other schools. English-speaking Club members also work well when members have varying English language abilities. One member may be able to teach you something new, and another may benefit from a skill that you can share. Teaching someone else a grammar point or explaining how to use a new word is one of the best ways to review your skills.

MEMBERSHIP

- Recruitment and Retention

Membership recruitment and retention are vital to the success of a Let's Roll ! TEAM. Planning and implementing recruitment and retention strategies can help your club thrive. How can you find and keep new members? Of course, every club and every town is different. But there are some basic tools that every local Club can use to grow:

1. Email List

The simplest and most important recruitment tool is an **email list**. You can create an email list using Google Groups or Yahoo Groups (both are free). Or you could simply create a Gmail account for your club. The email group is your Club's most important communication tool. Be sure to always add new members to the email list. You can also link to your email group sign-up form (from your blog/website and from your Facebook page).

When people join your email list, they will get information about your meetings and activities. This makes it very easy for you to communicate with your members.

So **step one** : go to Google or Yahoo and create an email group (just do a google search for "google group" or "google email group").

2. Blog or Website

Your second recruitment tool is a **blog**. A blog is a very simple website that you can create for free. To create your blog, just go to a free blog site and sign up : http://blogger.com, http://wordpress.com or www.unblog.fr.

After your blog is created, you can add a link to your email group sign up form. Put this link on the sidebar of the blog so it appears on every page. After that, you can add **blog posts**

(short articles or news items) any time you want. Use the blog to announce new meetings, or other club activities. You can even add pictures from your past meetings.

3. Facebook Page

Your third recruitment tool is a **Facebook page**. Create a Facebook page for your Club at : http://Facebook.com. Your Facebook page is a great place to put pictures, and short announcements about your Club. Make the Facebook page fun and social... not too serious.

Of course, on your Club's Facebook page you will link to your Club's blog, and also encourage people to join your email group! And encourage the members of your Club to become "friends" or "fans" of your Club's Facebook page.

4. Fliers / Posters

Your final recruitment tool is very simple: **fliers**. Fliers are small papers or posters with information about your club. Put your fliers in schools, coffee shops, company break rooms, restaurants, internet cafes, etc...

When you create your flier, make it simple. Your flier should include:

a. A **Big Short Headline** (For example, "**Let's Roll ! TEAM**")
b. Benefits Summary (For example, "**Learn to speak English easily and confidently at our Let's Roll ! TEAM**)
c. An **Action** (Example, "**Call 08693537 for more information**" or "**Go to http://letsroll.unblog.fr and join our email course**" or "**Come to our meeting at _____**")

That is all you need. Fliers should be short and simple and easy to read. **You can tell people more information when you meet them** at the meeting (or email them). As your English-speaking Club grows, encourage your members to also put fliers around them.

- Eligibility

Any person of good moral character and reputation in your school or community is eligible for membership in your Club. **Let's Roll ! TEAM** membership is by **subscription** to **Let's Roll ! English Made E Z – School Edition**.

Any member dropped from membership may be reinstated within twelve months by a majority vote of the members attending the meeting. Where more than twelve months have elapsed, the member must return to the club as a new member.

- Member Transfer

The Club may grant membership on a transfer basis to a Let's Roll ! TEAM player who has terminated or is terminating his/her membership in another Let's Roll ! TEAM, provided that :

a. The member was in good standing with the former club
b. The transfer occurs within twelve months
c. The transfer is approved by the National Coordination

<u>ACTIVITIES & MEETINGS</u>

Club activities are an opportunity to have fun and use your English at the same time. They can provide many opportunities to do the things you enjoy while using English. Interests such as music, dance, drama, sport, camping, movies, debating and visiting tourist attractions combine very well with language activities. These activities will vary depending on the ages and interests of club members.

- **Where should we hold our English Club?**

1. At School

The easiest place to hold an English-speaking Club is in a **spare classroom** at school because some or all of the members will already be in the school and will have no excuses for missing a club meeting. You will also have access to materials and equipment.

2. In members' homes

You may want to take your club out of the classroom in order to make it feel less academic and more social. If you decide to operate your club from a personal home, try to find more than one person who is willing to host the meetings. You will need to choose homes that are in a central location. Within the home, choose a room with a lot of space and few distractions.

3. At a cafe or restaurant

This type of setting will likely involve a fee. The manager may allow you to reserve a room if you choose a time of day when there are few customers. You will likely be expected to purchase beverages. Operating your club out of a cafe may make it difficult to incorporate movies, music, and other listening practice. A cafe is a good option for a small conversation club (for squads).

4. Outdoors

One of the best places to hold an English-speaking Club is **outside**. This may only be possible during certain warm months. Choose a location where shelter can be found in case of rain. Though the beach might sound like a great place to practice your English, remember that you will probably be using papers and books which will be difficult in the breeze. A park with picnic tables and shady trees might be better.

Consider atmosphere

Wherever you hold your club, remember that **it is a club, not a class**. To change the atmosphere in a classroom you might want to have background music. A pot of coffee or a bowl of popcorn can also make the meeting feel more like a club than a class. Remember, **the purpose of the club is to use English in a life-like situation**. Do what feels natural and comfortable.

- **When and how often should we meet for our English-speaking Club ?**

1. About once a week

Some clubs fail because they expect too much of the members. It is hard to find time to commit to something outside of school, work, and family. Meeting **once** or **twice a week for one hour** is a good start. As you make friends you will probably begin to get together in pairs or smaller groups outside of the club meetings.

2. The best time of day

Choose a meeting time that is convenient for the group. Usually **afternoons**, **evenings**, or **weekend days** are chosen so that the meetings don't conflict with work or school. The time that you choose will also depend on when the room/space is available. During your introductory meeting find out when the most convenient time is for the majority of the members. If you make your meetings too early or too late you may find that people come to the first few meetings and then drop out.

Every local Club is different, so you will need to adapt the activities to your needs and determine how much time to spend on each one.

- **What can we do in our English-speaking Club?**

Once you recruit some members, what should you do at your meetings? Of course, you are free to do anything you like. However, I am going to give you a suggested activity guide below. You can use these activities exactly, modify them, or create your own. Just be sure to always follow the Code of Honor !

1. Establish a warm-up routine

In a club that is more social in nature, find an activity that makes people laugh. This will bring positive energy into the room.

2. Themes or Skills

Each member of the club can choose from a list of dates. You can suggest topic ideas, or ask members to come up with their own. Always give members the option of bringing in their own idea. The leader for each meeting is in charge of everything including the warm-up, the focus, and the dividing of members into groups or pairs. This gives everyone in the group an opportunity to show their leadership and creative skills. If someone is extremely shy and unwilling to be a leader, you can still allow them to join the club. Perhaps they will agree to be a leader a few months later in the next session when they have more confidence in English.

3. Have backup ideas on hand

What if your leader for the day does not show up? If members know they are going to miss a meeting that they are supposed to lead, they should call another member and give them instructions about what was planned. However, it is likely that a day will come when no leader shows up at all. It is a good idea to have a backup plan in case of this problem.

The easiest thing to do is **keeping a list of discussion questions**. Put them in an envelope or give one to each member to keep in their notebook. You can put them in a hat and take turns picking questions.

Another idea is to get out a dictionary and **learn ten new words**. The group can practice using them and then write a group play that involves all ten words.

4. Use a suggestion box

If it is possible, keep a suggestion box in the room where you hold your club meetings. At the end of each meeting the leader should encourage members to write a comment or suggestion for the group. **Examples**: *I want to practice pronunciation more. Let's keep track of our new vocabulary. Does anyone want to practice idioms with me? It's too cold in this room! Why don't we all bring a snack to share next week?*

5. Go on excursions as a group

Outside of your weekly meetings, it is a good idea to have one excursion a month. This helps create stronger bonds within the group. It is always fun to have something to look forward to as well. *Go out to a movie. Play a sport. Do community service together. Give blood. Go sightseeing. Have a picnic. Go dancing. Have a potluck dinner.* Whatever you decide to do, everyone should speak English at all times.

- Is it a good idea to study grammar at club meetings?

The board and members of each club decide what activities they will do at their meetings. However, we believe **it is better** for club members **to study grammar in English classes or at home**, rather than at club meetings. Perhaps some grammar work could be done at a club meeting but make sure it is in a fun way, not the same as an English lesson. Many people say they know the grammar but they can't use it properly when they speak. That is because they have not been using it enough, they have just been studying it. There is a big difference between **studying** something and **using** it. Here are a couple of suggestions.

• Club members could suggest grammar points that they want to practice at the next meeting. Everyone could study or revise the grammar at home and then use it in a discussion or other activities at the meeting.

• Perhaps a grammar problem could be the topic of a short discussion in English.

There may be one or two people who can explain it well. This could be very helpful for those people who are confused about it. Then everyone could study or revise it at home and use it in an activity at the next meeting.

- Successful Club Meetings

In general, it is best not to waste a lot of time at the beginning of the meeting. Save announcements and discussions for the end. We recommend starting the meeting quickly and powerfully. This creates more energy and will therefore create a more powerful meeting.

All language clubs are different. The interests of the members may vary a lot, and they may be from different backgrounds. What happens in your English language club is your choice;

however we would like to give some tips to help with meetings. There are *two* words which all clubs should remember when thinking about meetings: **Planning** and **Fun**.

• **Planning** is the key to successful meetings. When planning club meetings, it is also important to consider *routine* and *variety*.

Routine helps a club operate efficiently*.* It's important to allow time for the routine things like **announcements**, **reminders**, **questions and answers**, and **tidying the room at the end**. Some things might need to be included in every meeting, but other things might be included only once a month.

Variety helps a club operate effectively*.* It is **variety** which makes meetings fun. When club members know that there will be different types of activities at meetings they will be more interested in attending and participating enthusiastically. They won't get bored, and the results will be better

• **Fun** activities help club members use their English in a relaxed way that brings better results.

- **Suggestions for your meetings**

• Club meetings can be **regular meetings** or **special meetings** such as **excursions**.
• Activities can be **outdoors** sometimes, **quiet** or **noisy**.
• One meeting a month can have a special, and very different, style, for example a pop music meeting or a favorite film meeting.
• One meeting a month could involve a special guest, for example doctor, lawyer, pilot or hotel manager. These special guests do not always have to be fluent English speakers.

- **Regular / typical club meetings**

Suggested activities and timing

1. The opening and welcome Impromptu speech by appointed member. It is aimed at welcoming members and guests who have joined your club meeting. One of the members usually comes forward to lead this session. Do not waste a lot of time with introductions or speeches. Simply start every meeting by reading the **Code of Honor of the Club**.

For example, you might begin like this: "Welcome to the (Local Name) Let's Roll ! TEAM. Let's begin by remembering our Code of Honor. Code 1 is: **We Do the Best We Can**. Code 2 is: **We Do The Right Thing**. Code 3 is: **We Care about Other People**. **(10 mins)**

2. Energy Ignition

Immediately after reading the Code, it is time to create some energy and positive emotion! Do not waste time talking or discussing. Immediately play some energetic music and ask everyone to stand and move. Get them to dance a little ! Ask them to move their bodies and smile ! Then ask everyone to show maximum energy and emotion. Everyone will jump, shout, scream, and lift their arms into the air... as if they just won 100 million FCFA.

You will probably need to demonstrate this to the group and teach them how to do it (especially if they are shy). Be patient, and continue to do this at every meeting. Emotion is the Gas/Fuel of learning. To learn quickly and speak confidently, we need maximum positive emotion. That is why the first activity of every meeting is ALWAYS **to ignite** (to start) your members' emotional fire.

A fun activity or game to help people relax and get them talking **(10 mins)**

3. Social Chat

The next activity of your meeting is a relaxed social chat. By now, the members should be feeling more energy and more confidence. Not it is time to let everyone simply socialize and talk to each other (in English).

You can organize this by choosing discussion topics and creating small groups. But it is probably better to just be natural-- just like a party. Just let everyone chat and socialize as they wish. You can even provide snacks and drinks if you like. You can talk about what has been happening since you last saw each other? **(10 mins)**

4. Listen to a song and discuss it. **(20 mins)**

5. Joke session by a volunteer **(5 mins)**

6. Reading/discussing an article in an English language magazine or newsletter **(20 mins)**

7. Feedback and suggestions by members. **(10 mins)**

8. Closing: **announcements, reminders** and **tidying the room (5 mins)**

Comments

• Good games and good activities make learning English more fun.
• Everyone should try to talk to two or three people. A great chance to use English in a real situation.
• The discussion topic could be simple, for example the meaning of the song title.
• Debating helps you develop confidence and public speaking skills and is a great way to practice English, have fun, learn about topics. If club members choose a topic before the meeting they have a chance to learn or revise the grammar, vocabulary and expressions they can use. Preparation helps people develop confidence when speaking.
• Asking questions at the end would give others a chance to speak as well as listen.
• Laughing helps people enjoy English.
• Members who feel that their opinions are valued will play a more active role.
• A chance to say 'bye till the next time'.

  - **Special / extra meetings**

1. **Monthly**: Invite a guest. Guest speakers do not have to be native speakers of English either. They can be people from your own community too. They don't need to speak English fluently. They could talk on any topic of interest to the club members.

2. **Every three months**: Outdoor meetings (excursions, club promotions, joint activity with a sister/twin club), Conference, Talk show, Twinning, etc.

3. **Yearly**: Christmas party, New Year's Eve party, Valentine's Day party, Easter party, Mother's Day party, Father's Day party, Independence Day party, Ramadan Day party, Tabaski Day party, Peace Day party, National English Week, End of School Year party, Start of School Year party, Let's Roll ! Day, etc.

4. **Social work**: Teaching English for free to younger students, giving donations and helping (orphanage, voluntary services, the Red Cross, etc.)

- **Topics for Club Meetings**

Clubs often have topics for their meetings. This is a good idea as club members will be able to prepare for the meeting if they want to, and have time to. They will have a chance to look for information about the topic. This is important as it is very difficult to use English to talk about something unless you know about it and have an opinion about it.

They can revise the necessary **vocabulary**, **grammar** and **structure** before they attend the meeting. This preparation may help club members to be more confident when they are speaking English, and they are more likely to participate well.

• Be sure that members know the topic at least one week before the meeting.
• Suggest that they prepare for the next meeting's discussions and other activities.
• Encourage them to think about the vocabulary, expressions and grammar they might need during the discussion.
• They should also think about the ways they might express their opinions in English.

The people who are organizing and running the activities need to choose suitable materials and prepare suitable activities based on the topic. These should include **games**, **interactive activities**, **chit-chat** and **sessions** in which they can help each other use their English.

The activities should be different to the ones they do in English classes. It is important that the club members look forward to club meetings and feel confident and relaxed. They should not have the feeling that a club meeting is just another lesson.

Club students could discuss topics that they have already studied at school. This would be a very good way to keep using and improving the language they have learned but in a more relaxed and fun way. They might want to discuss topics that are of special interest to young people such as **music**, **television programs**, **youth culture**, **the future of the country** or **local issues**, **current events** with topics taken from newspapers and television news programs.

Remember:

• **Use grammar and vocabulary at meetings**. **Study at home or school or university**!
• Having topics for meetings makes this easier to achieve and more effective too.

Meetings could give club members opportunities to practice different language skills in really interesting ways that are different to school or university classes. Use your imagination.

GAME-LIKE ACTIVITIES

Games are a great way of getting students to interact **with each other**. They also have various purposes including **team building**, **trust**, and **awareness raising** or even just **to have fun**. Games can also be used as a tool **to start a personal review of life**. We encourage YOU to **create and share** with the others your own games for all different purposes. In this guide you will find a variety of games that you can use. We have split them into categories including **Getting to Know You Games**, **Team Building Games**, **Theatre Games**, **Games with a purpose** and **Simulation Games**. If your Squad/Team has any great games you think should be included in this guide, email the **National Coordination** herraka@yahoo.fr or letsrollenglish@yahoo.fr

All of our games take the **learner preferences** or **learning style** into account. By the way, there are **three learning styles : visual**, **aural**, **kinaesthetic**.

 ➢ **Visual learners** find useful all ways of teaching that they are able to see.
 ➢ **Aural learners** enjoy listening and talking when learning
 ➢ **Kinaesthetic learners** find movement helpful.

These are reasons why we teach with wide variety of materials and activities and this variety is the most effective way how to involve all learners into the teaching/learning process because each of them has the chance to choose what suits them the best.

Since motivation is a well-known factor affecting all human's doing and learning of whatever needs, we do our best to increase learners' motivation by choosing different activities or materials. Naturally, we distinguish **intrinsic** *(learner's inner motivation to do something)* **and extrinsic** *(learner's motivation influenced by external factors forcing learner to be motivated)* **motivation.**

What is a Game ?

The game can be defined as an activity that involves play and enjoyment or as an activity governed by rules, which set up clear goals. A game involves a contest either between players or between the players and the goal, and it should lead to having fun. However the game in education must be more than just fun; learners have to learn through playing games, too. Games are closely connected with motivation.

Advantage of using game in language teaching

The advantage of the game is that :

 ➢ it can focus on more than one aspect of language : **grammar**, **speaking**, **listening**, **pronunciation**, and **vocabulary**, **etc**. or **complex of them**.
 ➢ learners, in the informal atmosphere of game play, are less self-conscious and therefore more apt to experiment and freely participate in using English.
 ➢ the essential ingredient of a game is challenge.
 ➢ people enjoy playing games and they do not have to notice that they clear a difficulty during playing.
 ➢ the game is an element of socialization. Learners have to obey the rules; they can find their own abilities during the work on the game and compare them with other learners what helps them with self-appraisal.

- ➢ games add variety to range of learning situations.
- ➢ games can maintain motivation.
- ➢ games can refresh learners during formal learning.
- ➢ games can encourage an interest of those students whose feel intimidated by formal classroom situations.
- ➢ games can make a teacher-student distance less marginal.
- ➢ games give an opportunity for student-student communication and can reduce more usual student-teacher communication.
- ➢ games can act as a testing mechanism, in the sense that they will expose areas of weakness.

How to use games in language teaching

Game can be used as a **warm up activity** or **revision of the previous lesson** at the beginning of the lesson or as a **summary of the skills** at the end. However, games can be used during the whole lesson as well. Thus, this variety corresponds with the ability of the teacher to use the game in the right moment. Games may be good fun but they need to be carefully **prepared and well organized**. Before a game is used with a class the teacher must be sure that the necessary facilities are available.

Giving instructions is another important aspect of using games in language teaching. The teacher should make sure that exact instructions were given and they are clear for everyone. The activities should be simple enough to understand what is expected of them. You can use French for giving instructions for a complicated activity. Or the learners can also repeat the instructions in French to see they understand. Nevertheless we can use only English during the everyday organization and running. Moreover the instructions can be supported with gestures (e.g. Sit down, Sit to the circle, Work in pairs, etc.). Routine games do not require instructions in French. Giving instructions in French can be necessary for the first or second time in this case and they can be given in English because learners should be familiar with them. The teacher can also write the rules on the board which serves either for better understanding of what has been said or for reminding the rules whenever necessary.

Good timing is important but it is very difficult to give punctual timing. Some timing can be given but teacher must consider group of learners they plan the game for. It means good timing is influenced by the fact that each group is original. Teacher must look over all factors mentioned above for setting as good timing as possible. Teacher is allowed to change timing.

It must be left up to individual teachers to decide whether or not students' language errors should be corrected during or after a particular game."

Grouping and organizing the classroom

There exist different groupings. The concrete type of grouping usually depends on the activity and proper grouping can influence the achievement of the game a lot. However the same type of the game can be successfully realized in different groupings. The most **common groupings** are **individual**, **pairs**, **groups** and **whole team**/**class**.

Individual work : activities that require individual work are for instance **reading**, **competitive games**, **etc**. Learners have to rely on themselves : their knowledge and abilities.

Pair work : the most commonly used type of grouping. Pair work is commonly used with

the role-play or speaking practice activities. The learners have the opportunity to speak and learn from each other. Games played in pairs allow learners to cooperate and to be useful for each other. When the cooperation works as it should (it means learners share their knowledge, help and respect each other) they can reach the goal more easily. The success in the game can double learners' feeling of happiness as well as they can blame each other in the case of the failure. The risk of the failure in the game can also shift weaker learners to the role of outsiders

Groups : more than three learners. The final number of the learners in one group is not determined but the number higher than five can be counter-productive. This grouping is suitable e.g. for role-play games, speaking activities or task-based games. Experts state that the highest quality of cooperation in the class happens in group working. It is a chance for learners who are shy of saying something in front of the whole team, or to the teacher.

All the groupings except individual one tend learners to accept other opinions, to cooperate and be responsible for so their own doing as for doing as the pair or whole group. Different groupings usually require organizing the classroom. The most suitable classroom organization is so-called **U-shape** because it allows students to move freely.

There exist two main kinds of games: **competitive** *(learner tries to be first to reach the goal)* and **cooperative/collaborative** *(learners try to reach the same goal together, they help each other)*.

Classification of the games

Movement games: the type of game when learners are physically active. Movement games can be either competitive or cooperative.

Board games: games played on the board in this case. This type of game can be either competitive or cooperative.

Guessing games: based on the principle when one holds the information and another tries to guess it.

Matching games: games involve matching correct pairs.

Card games: familiar game with board game. The cards have an important value in the game (e.g. What is that card?).

Desk games: these games can be played as an individual work game (e.g. puzzle) or pair and group game (e.g. scrabble). Desk games need material and they can work both competitively and cooperatively. For example scrabble is a competitive game whereas puzzle is cooperative game.

Role-play games: it can be either the game itself or an element of other games. It needs active performing of the learner (e.g. At the shop) cooperating in pairs or smaller groups. Material is not necessary but can be useful. The teacher is a controller and facilitator, he gives the instruction but strict rules are not necessary. They practise speaking, writing and listening skills.

Task-based games: belongs to popular games nowadays, especially because of its connection with cooperative schooling. Usually pairs or groups work on meaningful task in the way they enjoy.

Computer games are a very popular type of the games nowadays. It can be played either at school or at home. It requires individual or pair work and learners practice their reading and writing skills. The teacher can be tutor or play none role. The computer is necessary here.

GAMES

Matching picture with word and its definition

Aims: to involve all learners - to let learners cooperate - to acquaint learners with new words describing the appearance of the people - to associate pictures with words for better remembering - to remember some new vocabulary
Materials: worksheet with 15 pictures, worksheet with 15 words in bold and their definitions (*Note: Both worksheets should be cut into cards and put to the envelope before the distribution among pupils)*
Procedure: Learners sit in pairs at their desks and get the envelopes with pictures and words in it (one envelope per pair). They match pictures with words and their explanations. They try to match correct pairs in the shortest time limit. The winner is the pair with all correct picture-word pairs in the shortest time or the pair with the most correct pairs in case there is no one with all correct pairs.

Hidden words

Aims: to involve all learners - to let learners cooperate - to revise new words - to strengthen understanding of new words
Materials: worksheet with numbers from 1 to 15, worksheet with 15 words, 15 cards with pictures
Procedure: Learners sit in four groups of four people at their desks. They prepare pictures on their desks to see them all. Learners choose one number from the chart on the board.
Teacher tells them hidden word. Learners have to show picture representing that word and explain the meaning. They get one point for correct picture, one point for correct explanation. The winner is the group with the most points.

Scrabble

Aims: to involve all learners - to let learners cooperate - to revise known words - to practise spelling
Materials: Scrabbles, a sheet of paper, a pen or a pencil
Procedure: Learners create pairs according to their choice. Two pairs sit to one Scrabble
Teacher asks learners if they know the rules and makes sure they really do so. Teacher instructs learners to create English words and write down these words. They play Scrabble for the rest of the time. At the end they have all created words written down.

GETTING-TO-KNOW-YOU GAMES

Sock Name Games (10 minutes)

What You Need: sock pairs (at least one per person-fun if more!)
Purpose: Learning each other names
Instructions:
1. Form a circle and the leader throws one person a pair of socks (rolled up tight in a ball). That person (1) must ask the name of a person (2) s/he doesn't know, once they has found

out their name they toss the socks to person 2 and shouts out their name. Person 2 then has to ask the name of someone s/he doesn't know, call out that person 3's name, and toss the socks to them....etc. until everyone has caught the socks.

2. Someone tosses in more and more and more socks. Socks are flying everywhere names are being shouted all at once (sometimes a person may have 4-5 pairs and then it's Susan, Susan, Susan, Susan (pelt, pelt, pelt, pelt)

3. The leader then will start to remove pairs of socks one by one and it calms down a bit and you again get to hear all the names as the last sock tosses around.

Recommendation:

□You must always toss the socks to the same person - but only after you shout out their name.

Toilet Paper Activity (15 minutes- depending on the group size)

What You Need: Rolls of toilet paper.

Purpose: To learn some interesting facts about each other

Instructions/Rules:

1. Ask students to sit in one large circle.

2. Explain that for this game you have brought a roll of toilet paper. Walk around the circle with it and ask people to tear off as much as they need.

3. When everyone has taken theirs, explain that one by one they will now go around the circle, and for each piece they took they will share one fact about themselves.

Recommendations:

□Be aware that some students will probably take a lot of paper as a joke so make sure you bring enough.

Hands (15 minutes- depending on the group size)

What you need: Nothing

Purpose: To find out what is important to each other

Instructions / Rules:

1. Hold up one of your hands. Explain that each student needs to share 5 things about themselves, one for each finger, as follows: Give your own example as you go.

□**Little finger**. What is **something that is small but important to you**? For example, **my mobile phone**.

□**The ring finger**. If we get married, this is where our wedding ring goes. **Who is someone you love**? For example, **my brother**.

□**Middle finger**. This is the tallest finger. **What do you aspire to**? For example, **to finish university.**

□**Pointer**. Tell us what points you in the right direction. **What do you believe in**? For example, **equality**.

□**Thumb**. This stands for thumbs up, so **tell us something you really like doing**. For example, **playing soccer**.

Fruit Salad (10 minutes)

What You Need: Chairs.

Purpose: To learn what we have in common with each other

Instructions/Rules:

1. Make a circle of chairs. There needs to be one chair less than the number of players.

2. Ask one person to stand in the middle and say something about them, for example, I have a brother.

3. Everybody else who shares this trait gets up quickly and finds a free seat. You can't sit back in your own seat or in either of the seats next to you.

4. One person is left standing up and then they start again from step 2.

Recommendations:

☐Encourage students to say something that is about their life or interests, rather than what they're wearing or how they look.

Two Truths and a Lie (10 minutes)

What you need: Nothing

Purpose: To learn and guess things about each other

Instructions/Rules:

1. Explain that each person must say three interesting things about themselves. Two of them must be true and one must be a lie.

2. The group then has to guess which one is the lie.

Recommendations:

If two group members are close friends then don't let them guess the lie. Otherwise the friend can often guess straight away and it takes the fun out of the game.

Quirky Questions (10 minutes)

What you need: Nothing

Purpose: to involve everyone in asking questions about each other

Instructions:

1. Get each person to ask a creative question that others have to answer. Here are some questions:

☐If you could go anywhere in the world, where would it be and why?

☐If you were a superhero, what power would you have and why?

☐If you were a fruit, what fruit would you be and why?

☐Who would play you in the movie of your life?

☐If you were a cartoon character, who would you be?

TEAM-BUILDING GAMES

Blind Obstacle Course (20 minutes)

What You Need: Blindfolds, a safe area and obstacles, for example, chairs or tables.

Purpose: To build trust and develop communication skills.

Instructions:

☐**Before the activity**

1. Set up an obstacle course – ensure there is adequate space between each obstacle.

☐**During the activity**

1. Split the group into pairs. Give each pair a blindfold.

2. Explain to the group that one person will be blindfolded. The other person is to guide them around the obstacle course without physically touching them.

3. Once they complete the course, each person switches place with their partner so the other person gets a turn.

THEATRE GAMES

Theatre Games are a great way to get the group to interact with each other, break the ice and have fun.

Park Bench (15 minutes)

What You Need: A bench
Purpose: To think on your feet and have fun
Instructions:
1. One participant sits on a bench. The setting is a park, and the person on the bench has no character until the second participant enters.
2. The second participant has decided who s/he is, and who the person sitting on the park bench is. For example, the person entering could decide, "The person on the bench is a famous author, and I am a great fan of their work." In this situation, the actor would recognize the person on the bench, react to seeing their favorite author in person, ask for an autograph, and tell the author about which books s/he likes best.
3. The actor on the bench, meanwhile, has to adapt to the situation, developing their character bit by bit.
4. The improvisation ends when the first actor exits, and then the process is repeated with another person entering the stage.

Straw Tower Game (15 minutes)

What You Need: one packet of straws for each group, and one roll of sticky tape per group.
Purpose: To show the impacts of positive and negative leadership on group work. In this game teams need to build the tallest structure possible using the materials provided, and the tallest tower wins.
Instructions:
1. Students needed to be divided into teams of about three to five people. Each team will then be given a packet of drinking straws and a roll of sticky tape.
2. One person from each group is taken away and told that they must take leadership of the group and try and be the particular quality that they are given. These leadership qualities are **negative**, **optimistic**, **encouraging**, **exclusive**, **inclusive** and **angry**. These leaders are not allowed to tell their group members what they have just been told.
3. Each team must work together to create the tallest structure they possibly can, using only the straws and tape. The structures must be free standing (so they can't lean on a wall, or chair, or be held by a person, etc)
Debrief:
☐In a large group complete a discussion about which method of leadership was the most successful. Ask questions such as, how did the rest of the team feel? Was everyone included in the team work? Which was the most effective way of working together?
☐The aim of this activity was to show how important it is to be a **positive inclusive** and **encouraging** leader.
Recommendations:
☐Divide the teams so that students are mixed with others that they don't know well or don't usually hang out with. Give the students a limited time to complete the structures, about fifteen minutes is enough.

USING GAMES TO START A REVIEW OF LIFE

Different games will have different purposes and methods. If you are playing a game that has a deep purpose or meaning, below are some questions to start discussion to help lead into a Review of Life.

Review of Life

The **SEE Section** is about finding out exactly what is happening in a situation that the students want to talk about.
☐What exactly happened? What was your action in response? (**the facts**)
☐What caused this to happen and why? (**the causes**)
☐How were people affected? (**the consequences**)

The **JUDGE** Section is about applying our faith and beliefs to the situation and developing an idea about what we are called to do.
☐What do you think about this?
☐What does your faith say about this situation?
☐What should be happening? (**the ideal situation**)

The **ACT** Section is about deciding what we can do to change the situation in the way that our faith and beliefs are calling us to.
☐What exactly do you want to change? (**Long term aim**)
☐What action could you take this week that would be a worthwhile step towards achieving this change? (**Short term action**)
- Individual Action
- Collective Action
☐Who else could you involve in this action?

MATHEMATICAL ACTIVITIES

- **Comparing numbers**

< (Less than), > (Greater than), = Equal to)

Make a True Number Sentence. Write the letters of all the answers in order, to discover a message.

1.				2.				3.			
		88	A			33	X			15	I
	89 <	89	S		43 >	43	M		18 =	18	C
		90	E			53	O			21	M

4.				5.				6.			
		45	S			8	L			65	A
	54 <	54	Q		8 =	18	T		71 <	70	R
		55	E			80	W			75	L

7.				8.				9.			
		40	E			61	M			15	!
	50 >	50	K		62 <	62	E		21 <	20	G
		60	O			63	N			25	T

You can create your own activities from this template

- **Expanded form – Standard form – Words**

Example : 400 + 30 + 1 (expanded form) – 431 (standard form) – four hundred (and) thirty-one (words)

Write in standard form.

1. 2000 + 500 + 70 + 9 **=**   **2.** 6000 + 60 **=**

3. 8000 + 5 **=**   **4.** 1000 + 100 + 10 + 1 **=**

5. 700 + 90 + 4 **=**   **6.** 3000 + 500 **=**

7. nine thousand six hundred (and) nineteen **=**   **8.** two thousand (and) two **=**

9. three thousand two hundred (and) five **=**   **10.** one thousand (and) thirty **=**

11. two thousand two hundred **=**   **12.** nine thousand (and) thirty **=**

You can create your own activities from this template

- **Magic Square**

This is a magic square. Each **row**, **column**, and **diagonal** has the same sum. Disguise the square. Put the digits **1 through 9** in the squares so that **none** of the rows, columns, or diagonals has the same sum.

6	7	2
1	5	9
8	3	4

- **Lights Out**

John and Rebecca live across the street from each other. Both have a red light, a yellow light, and a blue light. They can signal each other through the window by using different combos of light. They use 1, 2, or 3 lights for a signal. How many different signals can they make ?

- **Act It Out**

Estelle knows how to make tissue paper flowers. She teaches 2 other people how to do it. Each of these people teaches 2 others. Then each of these people teaches 2 others. How many people know how to make the flowers ?

Stan is making a row of attached squares with toothpicks. How many will he need for a row of 6 squares ?

Twenty-six children are to form teams. Each team must have 6 members. How many children will be left over ?

Mary has gold, white, and blue beads. She wants to make a necklace with 2 colours. What colour combinations can she use ?

Each classroom got 3 new books. There are 8 classrooms. How many books was that?

13 birds are on a branch. 6 leave and 10 come. Then 12 leave. How many birds are on the branch ?

5 people can go in each car. There are 23 people. How many cars are needed ?

Diana has red, white, blue, and green beads. She wants to make a necklace of 2 colors. What color combinations can she use ?

Joseph had 6 quarters *(pieces of 25 cents)* and 3 dimes *(pieces of 10 cents)*. He spent 2 quarters and 1 dime. Then he got 1 quarter and 5 dimes. He spent 3 quarters and 3 dimes. What coins did he have left ?

There are 4 students in line. Julian is before Liz. Max is after Julian but before Liz. Andrew is before Max but after Julian. What is the order of the students ?
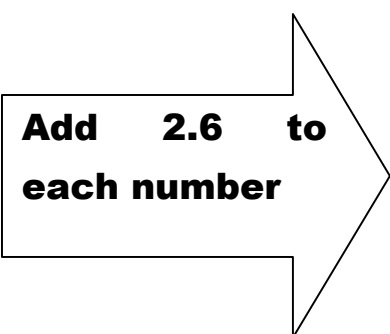
- **Rope It Off**

A boxing ring is about 6 m square (m^2). If there are 3 ropes around the ring, what is the total length of this rope ?

- **Let's Make Magic**

The square on the left is a Magic Square. Find the magic sum and complete the square.

		2.4
3.0	1.5	3.6

Add 2.6 to each number

5.6		

- **Guess and Test**

Alicia was doing this puzzle. "The sum of three numbers from the box is 18. Which are they ?

1 – 2 – 3 – 4 – 5 – 7 - 8

• Locating Points

The parking lot at the circus was very large. To help people find their cars, the sections of the lot were marked with signs. The **animal name** and the **row number** helped people locate their cars.

	Bear	Lion	Tiger	Seal	Horse	Elephant	
6			F		B		**6**
5	D						**5**
4			◄		E		**4**
3		A					**3**
2				C		H	**2**
1			G		▼		**1**

Bear   Lion   Tiger   Seal   Horse   Elephant

Give the location of each of the following vehicles. Name the animal first, then the row number.

1. Car A   2. Truck B   3. Bus C   4. Bus D

5. Car E   6. Truck F   7. Car G   8. Car H

Do like in the examples :
The Delaney's car (◄) is parked in section Tiger 4.
The Valdo's car (▼) is parked in section Horse 1.

• Crack the Code

The dart board at the circus was divided into small squares. Each square had letter in it. Marcus threw his darts at the board and recorded the order in which he hit the letters. Can you figure out what the letters spelled ?

	1	2	3	4
D	y	n	a	r
C	s	e	w	u
B	i	o	r	b
A	a	e	t	n

1D	2B	4C

1A	4D	2C

3D

3C	1B	4A	2D	2A	3B

• Consumer Problem

 The organizers estimate that they will need 984 servings of milk for the children at a picnic. They expect to get 4 servings of milk from every litre. How many 2 L cartons of milk should they buy for the picnic ?

- **Hot Potato**

The course for the potato race is 25 m long. Each player must run to the goal, scoop up a potato, and bring it back to the start. The first player to bring back 12 potatoes wins. How far does the winning player run ?

- **A Pressing Problem**

It takes 2 hours to press 21 pairs of pants. 6 friends share the work equally. For how many minutes will each friend press ?

- **Jumping to Conclusions**

Freddy Frog always jumps 3 m at a time. How many jumps will it take him to reach the end of a 64 m race ?

- **Just Among Friends**

If you divide 96 quarters among 4 friends, how many dollars will each friend get ?

- **Important Tips**

Eva works at a snack shop for $ 3 an hour. She earned $ 37 last week, but that included $ 10 in tips. How many hours did she work ?

- **Pay Roll**

A baker has 6 people working for him. Each person makes $ 64 a day. How much money will the baker have to pay for their salaries in a week (5 days) ?

- **Quick Stop ?**

If a car is travelling 100 km/h (kilometres per hour); it goes about 28 m in a second. How far will it go in 5 seconds ?

MATERIALS

- **Use a range of printed materials.**

• Let's Roll ! English Made E Z, radio program transcripts, English Learning websites.
• Audio Stories
• Song lyrics and Poetry.
• Pictures & • Photos.
• Oral presentations
• Short talks
• Written Reports & Free writing

- **Give club members a chance to practice their English with different people. Speaking or doing other activities with the same people all of the time is not as effective.**

• They could do activities alone, in pairs, in small groups, in larger groups or altogether.
• Club members could belong to two or three different activity groups.

- **Encourage club members to make some decisions about future club activities.**

• Brainstorm possible future club activities with all members.

• Ask members to vote for their favorite activities but also suggest that they should help lead those activities.

- **Concentrate on the positive, not the negative.**

• Reward the club members who do the right thing instead of punishing those who don't.
• Perhaps give points for attendance, for organizing and running activities, and for good participation.

- **Give club members a chance to take responsibility for some club activities.**

• Club members could lead some activities or help someone else do that.
• Especially encourage deputy leaders, treasurers, secretaries and other club members to run meetings. They can show others how to do it.

- **Here are some suggestions for you to think about : possible activities**

They will create a positive attitude in the minds of your club members and provide an environment where learners come and participate and practice their language learning. Participating to Acquire Integrated Skills

• Have fun with **listening** and **speaking**.
• Have fun with **reading** and **writing**.
• Listen to English-speaking radio program or CDs
• Listen and dance to your favorite songs in English. How about a 'sing-along'?
• Watch DVDs in English then discuss the story.
• Read, write and listen to stories, plays or poetry presented by members.
• Talk, talk, talk: discussions, debates (formal or informal), role play, stories, plays, poetry, singing, quizzes, games, imaginary TV or radio news shows, telephone calls.
• Read **Let's Roll ! English Made E Z** and other English language magazines (followed by a discussion) and stories from the internet.
• Write letters to magazines such as **Let's Roll ! English Made E Z**, enter competitions, interact with websites and FORUMS.
• organize **or attend conferences about or in English**
• organize excursions, trip, picnic
• organize Welcome party (a social event to get to know more about English Club and its activities)
• organize **Trainings workshops** : an opportunity to learn more through interactive activities
• organize **Big mouth corner** : a platform to practice spoken English with young native-English speakers face to face with topics unlimited and refreshments unmissable
• Read English-speaking newspapers, Sports journal, Magazines, etc.
• Organize English Language Learning Video Sessions in a relaxed mood.
• Have a **Recognition corner :** a special corner in which the photos of learners who are good in **Reading**, **Writing**, **Listening**, **Speaking** are displayed so as to recognize and encourage them.
• Have **Display boards :** special display boards where items of information are displayed each day - Quote of the day, Tongue twister of the day, Idiom of the day, Quiz of the day, Vocabulary of the day, Health tips of the day, Picture of the day, News of the day, Proverb of the day, Joke of the day, Anecdote of the day, Riddle of the day, Thought of the day, etc.
• Organize **Competitions** and **Inter School Competitions**

• Create and manage an **English Library :** the learners can regularly come and take books to read on the spot. There must be a register for this purpose. The students take the books and register their names with date.

• Provide students with **Speaking Recording Facilities** : Learners come to have their recording done in the English room. The room has a mic and facilities to record their speaking. Their recordings are stored in a systematic manner for assessing purposes.

• A number of visitors may visit your English Club.

Whatever your work is, put your heart in it, as if it were for God and not for men.
St. Paul

There is no happiness except in the realization that we have accomplished something.
Henry Ford

Do not model your behaviour on the contemporary world, but **let the renewing of your minds transform you**, so that you may discern for yourselves what is the will of God -- what is good and acceptable and mature.

Saint Paul (Romans 12, 2)

STRUCTURE & RESPONSIBILITIES

The Team Board

The **club's Board**, consisting of the elected or appointed board members has a responsibility to the club and its members at any level. Each board member is expected to perform specific roles and act with the clubs best interests at heart. This chapter will review such roles and responsibilities and emphasize the importance of the Board's accountability.

- **Responsibilities**

The Board has the overall responsibility of seeing that the club runs smoothly and effectively. It controls the direction in which the club moves and acts to oversee day to day running of the club. The club's planning and goals are initiated and guided by the strategies implemented by these board members. Among these tasks they should also:

- Create and administer action plans
- Develop policies and procedures
- Keep the club's members informed of all club activities, including the outcome of executive meetings and forthcoming events through open communication, newsletters, e-mails, SMS, memos and regular meetings
- Acknowledge the needs of clubs members
- Assist with the changeover of board members
- Ensure that funds raised are well managed and used to further develop the club and its members
- Maintain good relations within the community

- **Managerial Competencies Requested**

The Board is only successful if **it works together as a team**. This unifies the board giving it strength and worth. It allows for the talents of each member to be used to full potential by sharing the responsibility rather than duplicating tasks. Limitations or gaps within the group can be managed, and inadequacies resolved. Board members must be prepared to fulfill their duties and take the initiative to seek assistance. Depending upon the specific appointment of the board members, their portfolios will differ with the tasks assigned as will expectations. However they should all:

- Be willing to accept responsibility
- Be enthusiastic and dedicated to the club
- Have strong leadership and communication skills
- Have a sound understanding of the Board and the roles within it
- Have management skills
- Be committed to the club's vision

More importantly, **the people on the Board should be there because they want to make a difference and help the club achieve its goals.**

Sub-committees can be formed to assist the Board member with specific portfolios. All actions proposed by the Sub-Committees should be pre-approved by the Board before they are undertaken, to ensure that the well-being of the club is maintained. The progress of the

Sub-Committees should also be monitored by regular reports submitted to the Board for review at Board meetings.

- **General Duties of the Board Members**

The Board should aim for the following:

- Meet regularly - weekly, monthly, quarterly, etc. to discuss the events within the club. It is the responsibility of each Board member to be present at each meeting. Meetings require a quorum of 2/3 to be present if motions are to be passed
- Keep accurate minutes and distribute them to the Board and Sub-committee members
- Ensure that the club is operating harmoniously and that there are no disgruntled members
- Seek majority approval of the club membership before making any major commitments or changes to the club
- Be alert to the possibilities of a new project or a new service that may be offered

- **Roles**

The Board is comprised of the following elected/appointed members: **President**, **Vice-President**(s), **Secretary**, **Treasurer**, **Auditors** and **Team-Leaders.**

1. **The President**

The President is ultimately responsible for the club. The role of the President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of the Board and its sub-committees. It should be understood that the duties of a Club President, regardless of the size of the club, are numerous and require considerable time and effort throughout his/her term in office. Some duties include:

- Acting as Chairman of all General and Board meetings
- Having a good understanding of the club **goals**, **values**, **principle** and **much sought-after competencies**
- Communicating all correspondence to the membership
- Attending all meetings, representing the Club
- Ensuring that all levies/membership fees are forwarded to the Board accordingly
- Serving as the club's representative and attending functions at which the club is to be represented

In order to be a competent President the following attributes are required:

- To have leadership qualities
- To be a good communicator and listener
- To have the ability to delegate responsibilities
- To be unbiased and impartial
- To have the ability to make decisions
- To be a motivator
- To be well versed in the rules and procedures of the particular meeting

In the eyes of the members, the success of the club is the President's responsibility.
As a Club President, one must be prepared to devote a lot of time to the club. It is the duty of the President to stimulate the interest and activity of both the Board and members on all

occasions. The President is responsible for creating an image and conducting all the affairs of the club in a judicious manner. A perceptive President delegates tasks and places trust and confidence in the Board. If possible, there should always be a close liaison between the **serving President** and the **Immediate Past President**. The **Successor** (**President Elect**) should be appointed from within the Board as he/she will already have a working knowledge of the Board and the club. A **Vice-President** can be groomed for such a role.

2. The Vice-President(s)

It is assumed that a Vice-President will become Club President. Thus it is the requirement of the Vice-President(s) to become acquainted with all club activities and the duties of the President in order to prepare for a term in office. Each vice president shall, under the direction of the president, oversee other board members or special projects/event management, or recruitment and welcoming new members to the club. If the president is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy his/her position and perform his/her duties with the same authority as the president.

Duties include:

- In the absence of the President, chairing meetings and representing the club whenever such occasion arises
- Liaising between the President and the Teams
- Assisting and advising other Board members on their portfolios

The attributes of an efficient Vice-President are:

- Good communication skills
- Good organizational skills
- The ability to be concise
- Supportive of the President
- Developed leadership skills
- Effective decision-making

The efficiency with which these duties are performed will determine whether or not the Vice-President(s) will be accepted by the club as future President.

3. The Secretary

The Club's Secretary controls the club's administrative procedure. He/she is the main link between the Board and the club's members. Usually the Secretary is the first point of contact an outsider has with the club. The efficiency of the Secretary's work will be evident from the success of the club during his/her term of office. Before accepting the position, the Secretary should realize its many responsibilities. The position of Secretary is one of the most important in any club and the role of the Secretary embraces far more than simply keeping minutes of meetings. The Secretary has details pertaining to club membership, events and team schedules as well as information regarding club meetings.

To fulfill the position effectively, a Secretary should:

- Attend and record minutes of all General and Board meetings
- Assist the President in preparing agendas for meetings
- Send notice of upcoming meetings and circulate previous minutes and reports to the Board

- Examine all correspondence, directing it to the Board members concerned, and replying if necessary.
- Immediately after the election of board members, notify both the regional and national Executive Coordination of **names**, **(e-mail) addresses** and **telephone numbers** of the newly elected Board
- Be well informed as to the method of transferring members from one club to another
- Have a good knowledge of the club's policy and procedures
- Communicate information to the members
- He/she is under the supervision and direction of the president.

The secretary:

- Submits regular monthly membership reports, service activity reports and other reports specified by the association
- Has custody of and maintains general records of the club, including minutes of club and board meetings; attendance; committee appointments; elections; member information, (e-mail) addresses and telephone numbers of members; etc.
- Delivers in a timely manner, at the end of his/her term, the general records of the club to his/her successor

In order to be a competent Secretary the following attributes are necessary:

- Energetic and enthusiastic about English and the club
- An effective communicator
- The ability to make decisions and act on opportunities
- Discretion
- The ability to delegate tasks
- Good organizational and leadership skills

It is essential that the Secretary has the necessary equipment for minute taking and recording scheduled activities that relate to the club. Stationery - with the club's logo-
and contact details, a binder and filing system for keeping records, membership forms and information, phone and photocopier, and computer should all be accessible if the Secretary is to fulfill his/her role.

Maintaining records

Keeping records and correspondence usually falls under the Secretary's role. Usually there are records pertaining to meetings and activities involving the club, policies and changes that arise, discipline files and membership records. The club should retain these records, and they can later be transferred to archives depending on the needs and size of the club.

The Secretary has the responsibility of keeping everyone well informed regarding meetings, decisions that have been made, club activities, as well as ensuring that tasks have been completed. Thus it is important that he/she has a close working relationship with the Club President and the Board.

4. The Treasurer

The role of the Treasurer is to manage all the income and expenditures pertaining to the club. It is advisable that the person filling this role has the adequate financial skills to fulfill this position. Without a well-supervised budget, a club could easily find itself in financial difficulty.

The Treasurer's tasks include:

- Working with the Club President (and finance committee if established) in setting the annual budget for the club
- Planning for the club's financial future
- Keeping a tight control on all expenditures ensuring that no budgets are overrun
- Making arrangements for signing officers for the club accounts. The Treasurer, the President and usually one other are appointed as signing officers. All financial transactions should require 2 signatures, one being that of the treasurer and one other signing officer.
- Recording all receipts and expenditures
- Submitting all approved accounts to the Board for final approval
- Paying all bills
- Collecting membership dues- and notifying those with invoices
- Forwarding levies/payments to the Board
- Preparing regular financial statements
- Arranging through the Board to appoint auditors for financial statements at year end
- Arranges for issuance of quarterly or semiannual statements to each member for dues and other financial obligations owed to the club, collects dues

The attributes of a competent Treasurer are:

- Well organized
- Good record keeper
- Ability to handle money and cheques
- Integrity

The club's revenue usually comes from membership dues, grants from within the community or the school, fundraising events and sponsorship.

Expenditures usually arise from : publishing newsletters or information flyers, stationery and supplies, telephone and postage, meeting rooms, facility maintenance and general administrative costs. All expenses should be approved by the board and minuted before payment is made.

Budgets should be prepared for all club projects and submitted to the Treasurer for both reviewing and assisting the financial administration.

He/she shall:

- Receive all monies and deposit the currency in a bank or banks recommended by the finance committee and approved by the board
- Pay the club's obligations authorized by the board. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer
- Have custody of and maintain general records of club receipts and disbursements
- Prepare and submit monthly and semi-annual financial reports to the board of the club
- Deliver in a timely manner, at the end of his/her term, the financial accounts, funds and records of the club to his/her successor.

5. (Immediate) Past President

The (Immediate) Past President can be a valuable asset to the club's administration. He/she has a great understanding of the club and its operations, based on his/her previous term in office. He/she may have valuable advice to offer the new President and the Board; however it is up to the current Board to institute what they believe is best for the club, even if this differs from the advice of the (Immediate) Past President.

The (Immediate) Past President can assist the President with meeting procedures and provide history on relevant club issues. The Board may welcome advice on the club program and the target goals outlined in the club's strategic plans. This can be useful in preventing pitfalls.

6. Squads-Leaders and Other Coordinator' Roles

The **President**, **Secretary** and **Treasurer** are the 3 most important roles within a club. Depending on the size of the club, you may wish to incorporate other members in order to assist with other functions. Other boards that you may want to include are:

- *Fundraising /Sponsorship Coordinator*: seeks to increase external revenue for the club; organizes raffles and auctions; works closely with the social Coordinator

- *Social Coordinator*: organizes social functions for the club. This can vary from a simple picnic to an end of year club dinner or farewell. Theme parties can also be arranged as a fundraiser. The social Coordinator works closely with the fundraising coordinator

- *Public Relations Coordinator :* The prime responsibility of the public relations coordinator (PRC) is to publicize the activities of the club. There are several areas which should be targeted in publicizing the club:

1**. The club membership**. The PRC should prepare a club newsletter and update websites (with assistance from the Publicity Committee) for the membership concerning all aspects of club activities.

Some items to include are:

a. Upcoming club meetings
b. Project reports
c. Notes on members' accomplishments
d. Special honors bestowed upon members
e. Birthdays
f. Committee reports
g. Information regarding regional and national meetings, as well as programs and projects
h. A calendar of upcoming projects, meetings and events.

The club newsletter is the mouthpiece and link between the club and its members. It should be interesting and fun for the members to read.

2. **The school and local community**. The public relations coordinator should always promote the club through the school and local newspapers, television stations and radio stations.

3. The **Let's Roll ! TEAM national coordination** wants to hear about the activities of your club.

- *Membership Coordinator*: responsible for recruiting and welcoming new members; updating and maintaining the club's members database

- Sergeant-at-Arms

It is the duty of the sergeant-at-arms to maintain order at all times and perform such other duties as assigned by the president. This individual should take care of all the property of the club and assist the secretary in seeing that the national flag and club banner are displayed and assure that the meeting place is properly prepared. Duties should be clearly outlined, and he or she should be included in all club meetings, including board meetings in a nonvoting capacity.

It is not necessary to fill all these positions. These are recommendations and there may be other positions on the Board that your club feels are more important to fill than the ones mentioned. Many of the responsibilities can be undertaken by one Board member and the duties merged. However the converse can occur with one Board member taking up too many responsibilities, resulting in incomplete tasks or possible burnout.

- **Limits on Authority**

The club president and other leaders have no absolute authority. Their authority to act must come from directives from the club as a whole and the club's Guide.

Club Financing

The club's income should come from **membership dues** and **special fundraising**. Income from the club's fundraising projects cannot be used to defray the club's administrative costs, even if the club advertises that funds raised will be used for the club's own purposes.

The Club will be s**ubsidized** by **Let's Roll ! English Made E Z up to 10% according to the sale in the school.**

Budgets

Budgets are a tool to assist in managing club funds. They help your club to **project needs and expenditures**. An operating budget should be prepared for presentation to the board for approval and then to the club. To prepare the budget, a club must have a plan for how many members will be enrolled, what projects it will undertake, what expenses will be encountered, etc.

Types of Meetings

Meetings are necessary for successful Club Management. There are a number of meetings that you will have to either attend or run as part of the Board. The purpose of this chapter is to observe the different types of meetings that occur, the steps involved in running them and the ways to conduct them efficiently. Meetings are an excellent opportunity to problem solve,

generate club spirit, discuss issues and plan for both the immediate and long-term future of the club. There are various reasons for calling a meeting. Who attends the meetings, the type of meetings that occur, how formal they will be and how frequently they occur, will be dependent upon the purpose of the meeting.

There are **three common types of meetings** that you are likely to encounter. They are the **Annual General Meeting (AGM)**, the **Board Meeting** and the ordinary meetings.

Board Meetings

The Board meetings are likely to be the most common meeting that you will be involved in. This entails the President and the board members getting together to review the club's progress and to deal with any issues or correspondence that has arisen since the last meeting. The content usually concerns events that have occurred or are happening at present. Each Board member usually presents a report (both in writing and verbally) detailing what has occurred within his/her portfolio since the last meeting. **Policy issues**, **budgets** and **current projects** are commonly seen as the major topics. These meetings often have an element of discussion arising from previous matters, which may recur and are up for debate in the future. These usually require a decision before the meeting is concluded. Board meetings are effective when all board members have had the opportunity to voice their opinions and the decision has been made by consensus.

Annual General Meeting (AGM)

The AGM is one of the most important meetings that a club is involved in. It takes on a more formal approach than the other meetings. These meetings are open to all members of the club. This is where voting for new Board members occurs and motions are passed. Annual reports and financial statements are presented including reporting on the activities that the club has undertaken during the year. Only matters that have been mentioned on the Agenda can be discussed. It is usually required that at least a month's notice is given informing the members of the meeting and the motions to be discussed. In some instances a Special General Meeting is called to discuss an urgent matter.

The AGM is important as it is where the club members are able to vote on motions proposed by the Board and also vote in new Board members who they believe have the club's best interest in mind.

However it is often difficult to get members to attend AGMs, and typically participation is poor. Thus you may want to entice members by informing them that food and refreshments will be served, or arrange the AGM so that it follows a club training session or precedes an award ceremony. By combining the AGM with another more attractive event, it may result in higher membership participation.

- **Running a Meeting**

The person who runs the meetings is called the chairperson or simply the chair. This is usually the Club President who holds this role - however some clubs may choose to appoint or elect another person to undertake this role during meetings. The key to running a good meeting is time management. Starting meetings on time and keeping to the agenda will help to keep the meetings short. Time is valuable and nobody wants to be there longer than they need to be. It is up to the chairperson to keep things on track and move on when it is felt that

the issues have been sufficiently discussed or whether more information and time are needed to make a decision. A prepared agenda and being up to date with the happenings within the club will give the chair the confidence to run an effective meeting.

A structured procedure is followed when running a meeting. An **Agenda** is prepared in advance which is used to plan the meeting and record the minutes. The Agenda lists the order that the meeting will follow and the items to be discussed. The Secretary (in consultation with the President) usually prepares the agenda and circulates it to the Board prior to the meeting. This gives all involved time to prepare in advance.

Before a meeting can begin - a **Quorum** must be present. A quorum is the minimum number of people that must be present for the meeting to take place. Without this quorum the meeting and all the decisions made are not valid.

A **motion** is a formal recommendation presented to the meeting for discussion and sanction. Such motions are usually presented during the meeting to formalize a particular decision. Once a motion has been proposed, it is recorded in the minutes. The person who proposed the motion is noted, and then it is seconded by another Board member, who is also noted in the minutes. The motion should be specific and unambiguous and should be concise. Motions can be amended and then be presented and seconded by a third and fourth person. If the amendment is adopted it immediately replaces the original motion. If it is not accepted the original motion is revisited for further discussion.

Two types of decision-making processes may take place within the meeting - **voting** and **consensus**. Each Club may have different *voting* methods. The Chair should decide whether voting is done either by a **show of hands** (first by all those in favor - **yea** - of the motion, then by all those against – **nay** - whereby the majority wins), or by **ballot** (this is anonymous, with each person writing down for what or whom she/he is voting). This is usually used when electing members to positions of office. Voting is advantageous in that it is quick and everyone is able to participate. **Consensus** implies that all members at the meeting must agree to a decision being made. This signifies a more cooperative approach. Usually the issue is debated and then as it draws to an end everyone is asked, "Do we agree on…." If the answer is yes then the issue is solved. If not alternatives should be offered. Those who are opposed may be willing to stand aside and allow the rest of the Board to carry out the proposed actions.

The **Minutes** of the meeting are recorded by the Secretary. The **place**, **date** and **time** of the meeting is recorded as is a **list of the members who attended** and a second **list of any absentees**. Following the format of the agenda, any **issues that were discussed** and **any decisions that are made** including **actions to be taken** are noted. All **motions** are written as presented stating **who proposed** and **seconded** them. The Secretary is also responsible for writing up the minutes before the next meeting and circulating them to the Board. This will remind the Board of any responsibilities that they need to act on. Timelines for actions should also be highlighted.

CLUB MEMBERSHIP APPLICATION FORM

We are very pleased to welcome you. All prospective members of **Let's Roll ! TEAM** are required to complete this application form and return it to the **local board**. All details will be kept in a secure database with access restricted to authorized persons only. The LRT will use your personal data, for membership purposes only and to send you by post or email or SMS information related to those purposes. **Please fill out in block capitals**.

MEMBERSHIP & TEAM IDENTIFICATION		
Membership Type : Initial - Renewing - Reinstatement (break in membership) - Transfer (delete as appropriate, please)		
In case of **Transfer** or **Reinstatement**, please give information about your previous Team : Team **number** and **name** …………………………………………… / ……………………………………..		
Team Name & Number : ……………………………..	**Area Name & Number :** ……………………………..	**District Name & Number :** ……………………………..

PERSONAL INFORMATION	
Title	Mr - Mrs - Ms (delete as appropriate, please)
Full Name	
Membership ID	
Nationality	
Occupation	
School	
Class	
Birthday (*not your Date of Birth*)	
What special skills do you have ? (please, state other skills)	Sportsperson - Singer - Musician - Actor/Actress – Painter (delete as appropriate, please)
Are you / Have you been member of any association ? if "yes", which one(s) ?	

PERSONAL ADDRESS	
Town / City	
Cellphone / Mobile phone number(s)	
E-mail Address	
Facebook / Twitter	
Emergency Contact	

(Please, download the sample at **http://letsroll.unblog.fr** *)*

List of the Club Members

N°	Names	Level	Squad	Responsibilities

Club's Members Statistic

Gender Representation of the Club Members

Boys / Gentlemen	Girls / Ladies	Overall members

Level Representation of the Club Members:

The Club Members' Best Performances

Highest grades in different subjects of study

Students' names	Subjects	Grade/Mark

(Please, download the sample at **http://letsroll.unblog.fr** *)*

MINUTE OF MEETING

TEAM / SQUAD : **Meeting Leader :**	**TYPE OF MEETING**
	AGM – Board meeting - Routine meeting – Extraordinary meeting – Joint meeting
Date :	**Venue :**
Time :	**Guest(s) :**
Agenda :	
Attendees : …………………………………………………………………………………………... ………………………………………………………………………………………….....	
Apologies & Members absent : …………………………………………………………………………………………..	

- **Minutes of the last meeting : accepted   -   amended & accepted   -   rejected**

- **Feedback**

Done : …………………………………………………………………………………..…......
Pending / in progress : …..……………………………………………………………………....
Postponed : ……………………………………………………………………………………....
Cancelled : …..………………………………………………………………………………......

Decisions
…………………………………………………………………………………………………......
…………………………………………………………………………………………………......
…………………………………………………………………………………………………......

Action Items   **Assigned to**   **Due date**
…………………………………………………………………………………………………......
…………………………………………………………………………………………………......
…………………………………………………………………………………………………......
…………………………………………………………………………………………………......

- **Finance Report**

Starting balance : …………………………………- **Income** : ………………………………….
 Expenditure :………………………………- **Closing balance** : ….……………………….
…………………………………………………………………………………………………......
…………………………………………………………………………………………………......
Next Meeting (Date, Venue, Time, Leader,agenda) : …....…………………………………......
…………………………………………………………………………………………………......

Meeting Leader   **Secretary**   **Chairperson**
(Please, download the sample at **http://letsroll.unblog.fr***)*