



STEP 1: TOOLS AND RESOURCES

INTRAMURAL COMMITTEE ORGANIZATION SAMPLE

Having an organizational structure outlined in writing is a useful resource when forming your intramural committee. It helps to provide structure to your intramural committee and highlight some of the key details about the committee's work such as: the goals of the committee; time and place of meetings; group agreements, such as being on time and respecting each other's opinions and contributions, which can be co-created with committee members at the first meeting; and an overview of potential roles and responsibilities of committee members. Specific roles and responsibilities will be determined as part of Step 3 of this process. Include information that would be helpful for new members who may join over the course of the year.

See the completed sample below, and feel free to use the blank Intramural Committee Organization Template. As the committee is assembled, you can add more information and categories, remove information, or otherwise customize this form to meet your needs.

School year: *2019–2020*

Staff lead(s) or advisor(s): *Ms. Walsh, Mr. Inglis*

Time and place of meetings: *Mondays, 8 a.m., Classroom 4*

Our goal:

To work together as a co-operative team to plan and run an intramural event or program that provides opportunities for all students in our school to participate in active, fun, and social activities in a safe and inclusive environment.

Our agreements:

- We will attend and be on time for meetings.
- We will actively listen to other's ideas.
- We will be respectful of each other's ideas and contributions.
- We will use teamwork and social skills to work together as a committee.
- We will be role models for our peers and participants.
- We will follow through with our roles and responsibilities and help each other out.



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Roles and responsibilities:

- Help to survey peers to determine activities they like that would encourage them to participate
- Make connections with all students in the school to ensure their voices are included
- Help to plan the events and/or activities
- Help to run the events and/or activities
- Help promote activities and encourage participation
- Be a mentor to new team members

Members list (Secondary example):

| Name | Grade | Committee Role |
|-----------------|-------|----------------|
| Janice McDonald | 11 | Secretary |
| Jasmine Smyth | 9 | Grade Rep. |
| David Strong | 10 | Grade Rep. |

Members list (Elementary example):

| Name | Grade | Committee Role |
|-------------|-------|-------------------|
| Aidan Ovida | 8 | Secretary |
| Maya Peters | 7 | Intermediate Rep. |
| Rabia Singh | 5 | Junior Rep. |