

Executives role description

Club Executives

Learn more about becoming a Club executive for the Mozilla Clubs University and College Program.

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Role Description:

A Club Executive (CE) is someone with excellent leadership and executional skills who pledges to engage the club members in impactful activities around **protecting**, **teaching**, and **building** an open web.

Each Club is required to have at least one Executive Member who is responsible for ensuring that there is a constant program of engaging, meaningful, activities for Club Members to participate in and support around each of the focus areas of the program (Teaching the Web, Building The Web, Protecting The Web).

A Club Executive is identified with one or more of the following titles:

- **Teaching Lead** - Has a passion for web literacy. This Executive Members works to achieve the “Teach The Web” outcomes defined in the year plan by guiding members towards engaging actions, workshops, skill-shares, and activities related to teaching the web.
- **Technology Lead** - Has a passion and knowledge of web technologies. This Executive Member works to achieve the “Build the Web” outcomes defined in the year plan by guiding members towards projects, hackathons, activities, contests, and programs related to building the web.
- **Protect Lead** - Has a passion for understanding the issues that most affect the web. This Executive Member works to achieve the “Protect the web” outcomes defined in the year plan by guiding members towards actions, forums, events, and petitions related to protecting the web.

All Executive Members are assisting the Club Captain(s) in defining the Club’s goals and objectives for the Club’s [Year Plan](#) and work together to collectively support the health of the Club and its membership.

Club Executives Requirements:

Club Executives (CE's) are elected at a general meeting, if no general meeting is possible (such as if the club has just been founded) they may be appointed by the Club Captain. All new Executive Members should be registered with Mozilla.

To remain listed as active Executive Member you must:

1. Participate in [year planning](#)
2. Ensure that all goals and tasks that are accomplished throughout the year are driven by the year plan
3. Help grow and sustain the Club by identifying and planning engaging activities for their chosen focus areas
4. Share regular feedback and open reflection with fellow Executives and the Club Captain
5. Actively strive to develop and maintain an inclusive and participatory culture
6. Report Club activities to Mozilla via the reporting form
7. Along with the Club Captain, evaluate your Club's performance against stated goals and objectives once a month via the reporting form
8. Participate in onboarding and regular trainings

Reporting

- The Club Executive is responsible for assisting the Club Captain in reporting after each activity is completed
- A monthly report will be drafted by the Executives, signed off by the Club Captain and sent to the Regional Coordinator, evaluating your Club's performance against stated goals and objectives

Time Commitment Expectations:

You should be willing to make a year-long commitment to the role, the official term of an Executive Member is one year.

Onboarding:

- Each Club Executive will be expected to participate in roughly 3 hours of intensive onboarding training with their Club Captain, and to help create a year plan. This will happen across at least two meetings.

Qualifications:

You qualify to be a Club Executive if you:

- Are committed and inspired by Mozilla's mission to ensure that the Internet is a global public resource, open and accessible to all.
- Have a willingness to learn online collaboration tools such as etherpads, wikis, Github issues, and Discourse
- Have strong facilitation skills
- Have an "in service to" attitude
- Have a willingness to mentor and coach others to be successful

Staff support

Executives will be provided with all the necessary resources and training for successfully running impactful activities in their Campus.

The Support

Support you'll get:

- **professional skills and experience** that will unlock opportunity for you in your career and beyond.
- **a collaborative community** of students, mentors, and peers who look forward to learning and serving with you.
- **programmatic advice and leadership training.**
- **goodwill and appreciation from all corners of the Mozilla universe.**

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