

MOVEMENT EXCHANGE

CHAPTER MEETING
HANDBOOK

2016–17

GET READY FOR A GREAT YEAR WITH MOVEMENT EXCHANGE!

The Chapter Meeting Handbook will help you plan your chapter meetings and activities throughout the school year. This guide also serves to bring together all Movement Exchange university chapters into one like-minded, collaborative, national community. We want to make sure every chapter member throughout the country has a rewarding, meaningful experience as a dance diplomat—and this handbook helps achieve this.

You are not required to follow this book in its totality, but we encourage you to use it for inspiration and as a guideline for structuring each month. Get creative, pick and choose what works for your chapter, and make it your own!

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“MOVE-EX” CHAPTER MEETING MODEL

The “Move-Ex” Chapter Meeting Model serves as a guideline for how to conduct your chapter meetings. Tailor it to best serve your chapter, but make sure to incorporate these aspects in every meeting. The model also helps limit meetings to one hour or less.

M

Move

5–10 min

Begin each meeting with some movement! Get everyone engaged. Try to create movement exercises that tie into the monthly theme. Movement could be an improv exercise, a short piece of choreography, or anything to explore mind, body, expression, and community. Rotate among chapter members to lead each meeting.

O

Objective

3–5 min

Set the focus of the meeting. You will not be able to cover everything in one meeting, so prepare by deciding what is of high priority and devote the meeting to accomplishing it. Keep everyone focused on this to make the best use of the time you have together. This is also a good time for the president to go over important dates and deadlines.

V

Voice

5–10 min

Open the floor for discussion. This is a time to discuss the monthly theme and share related ideas, reflections, or writing. Make sure each voice is heard and valued. Kindly ask that exec members hold their thoughts until after chapter members speak.

E

Exec

25–35min

Give exec members time to briefly report announcements to the entire chapter. Then use the rest of the time for committee meetings. Each committee will break up to work together on their committee’s needs. This is a great time for small group discussions, brainstorming, and collaborating!

—

Check in

Principle 1: Check in on the meeting often. Is it focused? Are all voices heard and valued? Can a topic that was brought up wait until next week? Guide the meeting so that it is positive and productive.

E

Email

Principle 2: Use meetings to interact with those around you. Save the little stuff for email! Use the meeting to go over items such as important dates, but remind members to read emails consistently for info and updates.

X

Close it

Principle 3: Make it clear when the meeting is over. Respect members’ time. Be creative with how to close the meeting. Save topics for members going on an exchange until after the general meeting.

MODEL KEY

MOVE = Meeting breakdown

— EX = Guiding principles for presidents

MONTHLY THEMES

University chapters will explore a different Move-Ex theme each month. Themes are intended to drive the topics and activities that you should focus on as a chapter throughout the month. Since every chapter will be focusing on the same monthly theme and working to accomplish the same goals, themes also connect chapters to one another. We hope that the monthly themes encourage you to share ideas and experiences with other Move-Ex chapters across the United States.

September

WHY DANCE?

How can dance make a difference?

February

SOCIAL EQUITY AND INCLUSION

Promote social equality and acceptance through the arts

October

CIVIC ENGAGEMENT

Engage with others to help build community

March

CREATIVE EXPRESSION

Find and share freedom through movement

November

MOVE TO CHANGE DAY

Dance for positive social change

April

COMMUNITY EMPOWERMENT

Foster agents for social change

December

GLOBAL CITIZENSHIP

Transcend borders and barriers through dance

May

SUSTAINABLE DANCE EDUCATION

Sustain dance programming for measurable impact

January

CROSS-CULTURAL UNDERSTANDING

Understand, appreciate, and learn from other cultures

“MOVE TO CHANGE” CHAPTER GOALS

Monthly “Move To Change” goals are designed to help you plan your chapter meetings, activities, and outreach. You are responsible for developing discussion questions and materials related to the monthly theme, incorporating other movement activities into your meetings, and integrating themes into your local dance service. If it is not possible to accomplish some of the goals, keep them in mind for another month or adapt them according to your chapter’s needs.

The monthly goals are listed in the following pages, but chapter presidents will also receive an email update on the first of every month explaining the “Move To Change” goals in full detail. Whenever an inter-chapter collaboration activity involves connecting with another Move-Ex chapter, your Chapter Mentor will pair you with another chapter in your group. Depending on the feedback and progress reports we receive, the “Move To Change” goals may change—so be sure to check your emails for any updates!

There are three parts to “Move To Change” goals every month:

move

=

**MEETING
OBJECTIVE**

to

=

**INTER-CHAPTER
COLLABORATION**

change

=

**CHAPTER
CHALLENGE**

SEPTEMBER: WHY DANCE?

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

move

Hold your annual call-out meeting. Aim to complete this prior to mid-September. You will want to promote this heavily on campus, reaching out to different dance groups, departments, etc. If you can, provide food at the meeting!

to

Participate in and share the #WhyIDance social media conversation! Challenge all members, especially new recruits, to post a photo of themselves dancing with an answer to the question “Why dance?” Make sure members post with #WhyIDance #MovetoChange and tag @movementexchange.

change

Attend your school’s student organization fair. Get creative! Maybe perform a flashmob or engage people in a movement exercise at your table. Make sure to use the Move-Ex marketing materials, which you can find on the [Chapter Resources page of our website.](#)

OCTOBER: CIVIC ENGAGEMENT

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

The word "move" is written in a white, lowercase, sans-serif font on a solid red rectangular background.

Review and discuss the lesson planning section of the [Curriculum Handbook](#). Do a mock workshop and practice movement activities that you can teach during local dance service workshops. Choreograph a simple dance for workshops, then practice leading as individuals and as a group.

The word "to" is written in a teal, lowercase, sans-serif font inside a white rectangular box with a thin black border.

Share the work you're doing in your local community with #MovexMonday. Post a photo or video from a dance class on campus or at one of your volunteer events. Be sure to tag @movementexchange!

The word "change" is written in a white, lowercase, sans-serif font on a solid teal rectangular background.

Establish a partnership with at least one community organization where you will host monthly, weekly, or biweekly dance workshops throughout the year.

NOVEMBER: MOVE TO CHANGE DAY

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

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Review the [Move to Change Day \(MTC Day\) Handbook](#) and organize a service event in your community. This could be a dance workshop open and free to the public, a community service event co-led with another arts or dance student organization, or whatever your chapter wants to do to move to change.

The letters "to" are written in a teal, lowercase, sans-serif font inside a thin black rectangular border.

Share what you're doing for Move to Change Day through social media! Post videos, photos, and any updates from your service events. Use #MovetoChangeDay #MovetoChange and tag @movementexchange.

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Partner with another university chapter close to you for your MTC Day event. Organize your MTC Day event together or attend each other's events. Spread the Move-Ex love and work together to make your event successful.

DECEMBER: GLOBAL CITIZENSHIP

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

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Learn about Panamanian history and culture. Reference the Curriculum Handbook for information and resources. If you would like to learn more, watch the [Dear Panama documentary](#) (available on YouTube).

The word "to" is written in a light blue, lowercase, sans-serif font inside a thin black rectangular border.

Send a YouTube video of a cultural dance of your choice to your Chapter Group. Challenge the chapters to learn the dance then post a video on social media!

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Have a screening of [Youth in Movement](#) (available on YouTube) a documentary about Move-Ex created by an alumna. You could watch it during a meeting, make it a film screening event open to campus, or as a social gathering for your chapter.

JANUARY: CROSS-CULTURAL UNDERSTANDING

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

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Review and discuss the [Cross-Cultural Understanding section of the Curriculum Handbook](#). Encourage members to bring articles, videos, and discussion questions to explore what cross-cultural understanding means, particularly in dance.

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If you went on an exchange in December or early January, share your experience by sending a short reflection video to your Chapter Group. Your Chapter Mentor will be able to help you send it to everyone in your Chapter Group!

The word "change" is written in a white, lowercase, sans-serif font on a solid teal rectangular background.

Have each of your chapter members bring a new friend to your first meeting of the semester! Describe Move-Ex's local and international dance service and tell them how they can get involved.

FEBRUARY: SOCIAL EQUITY + INCLUSION

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

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Open up the conversation on accessible dance education. Encourage your members to share their experience with dance and discuss how having access to dance education has positively impacted their lives.

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Post a photo of yourself and/or your whole chapter wearing your Move-Ex t-shirts for #MovexMonday. Be sure to tag @movementexchange!

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Choose a cause, whether local or global, and raise awareness through dance activism. This could be a flashmob, pop-up event, a video, or anything you'd like to experiment with! The [Curriculum Handbook](#) is a good place to start.

MARCH: CREATIVE EXPRESSION

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

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Review and discuss the [Child Development section of the Curriculum Handbook](#).

The word "to" is written in a teal, lowercase, sans-serif font inside a white rectangular box with a thin black border.

Find a research article, journal, or video about the impact creative outlets have on development, particularly underserved youth, and share it with your Chapter Group.

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Invite another dance/fitness/movement organization to your meeting to exchange movement! Try to reserve space on campus, like a studio or just a large open room, and dedicate one of your meetings this month to sharing movement with your peers.

APRIL: COMMUNITY EMPOWERMENT

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

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Hold elections for the new executive board for the following school year.

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Visit a chapter near you and arrange to collaborate on an event, teach together at one of your community partners, or just dance together! If there is not a chapter close to you or if this is not feasible, have a Skype meeting with another chapter.

The word "change" is written in a white, lowercase, sans-serif font inside a solid teal rectangular box.

Explore and discuss dance therapy. Refer to the [Curriculum Handbook](#) as a starting place for information and resources. Incorporate some of your findings in your local dance service.

MAY: SUSTAINABLE DANCE EDUCATION

Make sure to change your Facebook cover photo to the monthly theme graphic, which will be sent to presidents and shared on the Move-Ex Facebook group.

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With the new exec board in place, establish goals for your chapter to sustain dance education in your community and campus. Narrow your goals down to the top two or three items that your chapter wants to achieve in the following school year.

The word "to" is written in a light teal, lowercase, sans-serif font inside a thin black rectangular border.

Challenge your chapter members to post pictures/videos of themselves in a Move-Ex t-shirt dancing wherever they are for the summer with a caption explaining why they express themselves through movement. Don't forget to post with #MovetoChange and tag @movementexchange!

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Have each member write a short reflection of the year, describing the successes and challenges of the past school year and any personal and collective goals for next year.

SUMMER INVOLVEMENT OPPORTUNITIES

Do you and your chapter members want to stay connected and engaged in Movement Exchange's mission throughout the summer? Below is a list of ways you can be involved in Move-Ex:

— GO ON AN INTERNATIONAL DANCE EXCHANGE

Go on an open exchange with dance diplomats from all over the country or partner with another university chapter for an exchange.

— INTERN FOR MOVEMENT EXCHANGE

Work with the national organization to expand, improve, and refine the impact of Movement Exchange.

— ENGAGE IN LOCAL DANCE SERVICE

Represent Movement Exchange by staying engaged in your own community either individually or with other dance diplomats. Host a dance workshop or teach regular classes in a space open to the community. Make sure to document your outreach (record hours, take photos and videos, etc.) and spread the word about Move-Ex!

— CONTINUE THE CONVERSATION

Start an email thread, create a book club, write blog posts, or any other ideas you have to keep the conversation going! Choose a Move-Ex theme you care about and use the summer to expand on it. Whether you do this independently or with a group of other dance diplomats, you are furthering the understanding, mission, and growth of Movement Exchange.

QUESTIONS + CONTACTS

Refer to the [Movement Exchange handbooks](#) when you have questions or need ideas, depending on the topic you are researching. These will provide all the information you need to lead successful chapter meetings, activities, events, and exchanges.

— CURRICULUM HANDBOOK

Includes information and resources about cross-cultural understanding, child development, teaching methods and lesson planning, age-appropriate movement exercises and activities, dance activism, and suggested readings.

— UNIVERSITY CHAPTER HANDBOOK

Includes information about fundraising, recruitment, planning for an exchange, local and international outreach, and chapter sustainability.

— PANAMA PRE-DEPARTURE HANDBOOK

Includes information and resources about Panamanian culture and history, Spanish basics, exchange costs, sample itinerary, how to prepare, in-country accommodations, and Panamanian partners.

— MOVE TO CHANGE DAY HANDBOOK

Includes complete information about Move To Change Day event planning, fundraising, and marketing.

— MOVEMENT EXCHANGE BRANDING GUIDELINES

Includes information about the Move-Ex brand, social media guidelines, talking points, elevator pitch, tough questions, logos, and design.

**IF YOU HAVE QUESTIONS ABOUT THE CHAPTER MEETING GUIDE,
CONTACT YOUR CHAPTER MENTOR.**

**FOR FURTHER INFORMATION, CONTACT ADELE SWITZER AT
ADELE@MOVEMENTEXCHANGES.ORG.**