**Chapter Management - Program of work for the year, filling out forms, holding officer meetings.**

Application and contract for officers - must do a STAR Event, commit, parent signature, possible interviews.

Have others other then the adviser choose officer positions. End of the year banquet - announce officers Beginning of the year officer training. Meet weekly after school with members.

Meet with officers weekly - members bi-weekly Focus on training officers to publicize and make possible members feel welcome. Forms - agenda needs to be done before all meetings. Make a form to plan. All officers are divided to each teacher - so every teacher has about 2 officers to interview and keep track of. Induction - Form so it makes it easy to fill-in-the-blank each year.

Favorite memory, nickname if give, about each student.

Brick oven did a great job catering. Chapter web site

Chapter handbook Do one National Program each month Officer meeting once a week. Consistent meeting times and dates. Point system for officers / rewards or recognition. Planning - training meeting in the summer. Meetings during “Flex time” (during school day) Officer Contract Needs to be done / Working on It / Done Use post-it notes. Leadership class for FCCLA Lunch Meetings Time Management issues. Student aid is an FCCLA Officer Point System to attend competition. Gold / Silver / Bronze - Award for their activity level during the year. Officers keep track of records / attendance Copy of STAR Events on file. CTSO Class Prior presentations and approval prior to STAR Event Consistent meeting time and Schedule. Let students have a voice. Tim Milborn - Leadership Starts with You. - Different Type of Leaders.

1. Hide behind the wall, student leader. 2. 7th Inning Exit Leader - Miss the best part. 3. Pebble in my Show - Bothering traits and ways to get over them. 4. Do it yourself Leader.

The best leaders are always thinking Have certain duties for each officer but follow through. Post Monthly Program of Work in classrooms so that it is visible for all to see that is being worked on. Adviser Notebook Organization. Weekly Officer meetings / every other week. During lunch same day every week. Consist forms for the whole state. Gmail forms (google doc) Weekly meetings for officers. Monthly meetings for members. Food at meetings! Breakfast Meetings. When to do planning- Officer retreat - before school starts, orientation, leadership training.

Pictures of officers. One officer installation for whole district. Let kids run the Chapter (President directs) Let them be the one to ask for permission, give off the ideas, etc. - Make the calls. STUDENT LED ORGANIZATION!