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# Committee Report Form

Name of Committee: \_\_\_\_\_

Committee Members:

\_\_\_\_\_

\_\_\_\_\_

Chair of Committee: \_\_\_\_\_

Date: \_\_\_\_\_

Note Taker: \_\_\_\_\_

Subject of the Meeting: \_\_\_\_\_

Report: (include supporting materials, references, etc.)

Action Recommended:

Signature of Committee Chair: \_\_\_\_\_

# SkillsUSA Committees

## Professional Development

- Provide training and experience for all members in public speaking, chapter business procedure, citizenship and other leadership areas
- Offer programs to chapter members to improve their knowledge of their occupational areas through industry presentations and involvement in the classroom and training laboratory
- Coordinate activities associated with member participation in the Professional Development Program

### Chairperson:

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### Members:

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## Community Service

- Find out what projects will be of value to your community and your chapter, and go to it

### Chairperson:

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### Members:

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## Ways and Means (Finance)

- Plan and work within an annual budget
- Conduct fundraising activities

### Chairperson:

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### Members:

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**SkillsUSA Championships**

- Conduct a local skill competition
- Involve business people as technical committee members or judges

**Chairperson:**

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**Members:**

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**Employment**

- Inform local business people about the benefits of hiring SkillsUSA students
- Put students and business people in contact

**Chairperson:**

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**Members:**

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**Public Relations**

- Tell local newspaper, radio and television stations about SkillsUSA
- \* Publish a chapter newsletter

**Chairperson:**

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**Members:**

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**Social**

- Get together in something other than a classroom setting
- Host social events so members are rewarded for their efforts

**Chairperson:**

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**Members:**

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