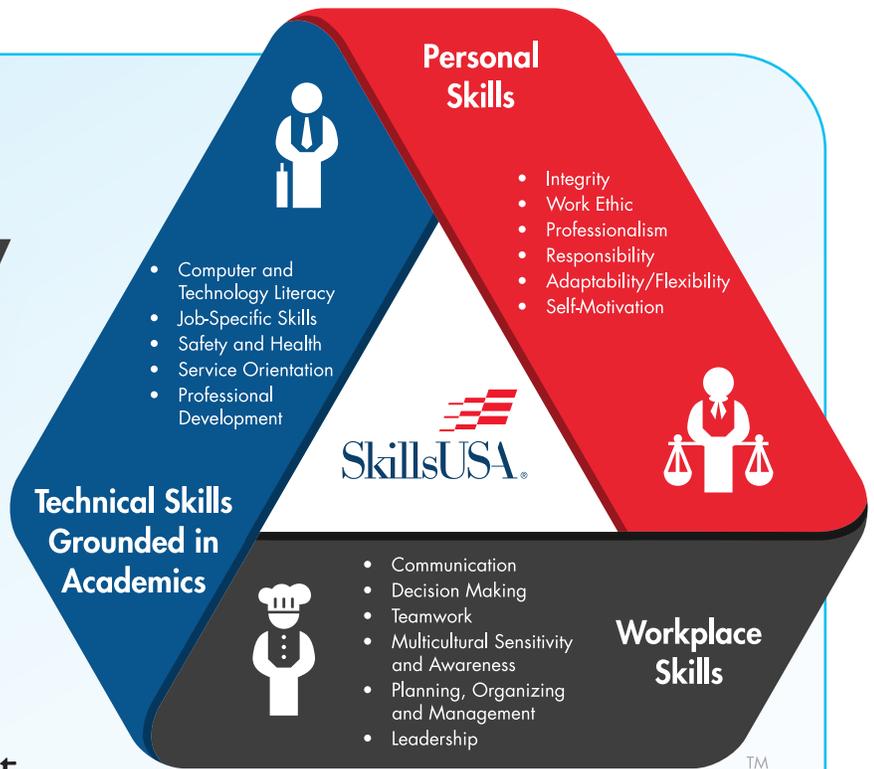


# INTEGRATION ACTIVITY *Sheet*

## Leveraging Your Leadership with Effective Chapter Meetings Booklet and Teacher's Guide Kit

**PRICE:** *\$10.95 Student Booklet and Teacher's Guide Kit*  
*\$5.95 Student Booklet only*

**DESCRIPTION:** For many students, SkillsUSA is the first professional organization they will join. As with most professional organizations, the diverse programs and experiences provided by SkillsUSA have the potential to affect the leadership and personal development of its members. While this individual development is critical, corporate or community leadership development — accomplished through the chapter structure of SkillsUSA — is vital to preparing members for career success. The “Leveraging Your Leadership with Effective Chapter Meetings” booklet and Teacher’s Guide helps advisors guide student leaders in holding chapter meetings where participants feel welcome and eager to participate. The student booklet covers why meetings are important, successful meeting basics, ways to enhance meetings and tips for holding large meetings. In addition, the student booklet features solutions to limited attendance and participation, scheduling issues, lack of school administration support and more. The companion Teacher’s Guide features six lesson plans to help your members learn about their officer roles and how to apply them within the chapter. The lessons vary from 10 to 15 minutes in length and are supported by practical application using enrichment activities. The 6 inches by 9 inches, 54-page student book is ideal for chapter leaders to keep in their backpack for easy use. Whereas the 8 ½ inches by 11 inches, 94-page Teacher’s Guide has plenty of space for notes to be kept close by on an advisor’s desk for quick reference.



### ESSENTIAL ELEMENT IDENTIFICATION:

The experiences in “Leveraging Your Leadership with Effective Chapter Meetings” are designed to help members get active, work together and enjoy time with their peers. While not through explicit instruction, members who engage in chapter meetings will generally and implicitly learn about the Essential Elements of Leadership, Communication, Professionalism, Responsibility, and Planning, Organizing and Management.

### Student Learning Objectives:

- Gain an understanding of leadership and personal development.
- Demonstrate an understanding of SkillsUSA Framework Essential Elements through attendance and involvement at chapter meetings.
- Develop effective communication skills.
- Cultivate group consensus for planning and conducting chapter activities.
- Build a sense of community, pride and fellowship between chapter members.



To purchase this educational resource, visit the SkillsUSA Store at [www.skillsusa.org/shop](http://www.skillsusa.org/shop).

**IN-PERSON INTEGRATION EXAMPLE:**Activity: **Communication Ideas**

**Additional materials needed:** Graphic design platform (Canva, PowerPoint, etc.) or Graphic Design class to assist in development of assets.

**Time Frame:** 1–2 hours monthly

**Directions:**

- 1.** Ask public relations committee to assist in planning communication ideas.
  - Meet with committee two weeks prior to meeting.
- 2.** Use selected Essential Element as the focus for meeting to set the context of the design elements.
- 3.** Design the following elements to promote the upcoming meeting:
  - Static posts for all social media platforms the chapter has (Twitter, Facebook, Instagram).
  - Posters for displaying on classroom bulletin boards.
  - 30- to 60-second media clips from officers about what to expect at meeting.
  - Email blast to entire chapter one day before the meeting as a reminder.
- 4.** Promote and provide a giveaway of SkillsUSA merchandise to a current member who brings the most potential new members to the meeting.
- 5.** Public relations committee takes pictures during meeting to share on chapter social media accounts and webpage.
- 6.** Following meeting, public relations committee shares an email blast to members about what was accomplished at the meeting. The email should also include the date, time and location of the next meeting.
- 7.** Work with chapter officer team to celebrate inclusion and accomplishment of Essential Element experience and prepare for the next meeting.

**VIRTUAL INTEGRATION EXAMPLE:**Activity: **Chapter Meeting**

**Additional materials needed:** None.

**Time Frame:** 45–60 minutes

**Directions:**

- 1.** Chapter officers use the SkillsUSA chapter meeting agenda ([www.skillsusa.org/wp-content/uploads/2016/05/Sample-Meeting-Agenda.pdf](http://www.skillsusa.org/wp-content/uploads/2016/05/Sample-Meeting-Agenda.pdf)) suggested Order of Business to plan the meeting.
- 2.** If manageable, provide a “meeting in a box” mailing so all members have an item needed for the virtual meeting. (Or, it could be dropped at their home’s front door.)
- 3.** Connect with members using an online platform.
- 4.** Turn off chat feature between participants; only have the chat feature available for full group.
- 5.** Encourage chapter officers to wear professional dress or SkillsUSA-branded clothing.
- 6.** Display agenda/order of business on shared screen for all to follow along.
- 7.** Conduct items in Opening as if in person.
  - Have officers turn off cameras until ready to speak when conducting parts of program.
- 8.** Roll will be taken via chat feature.
  - Post question on screen, allowing members a minute to think of response.
  - Have secretary ask if members have a response ready by a show of hands.
  - Members type response in chat feature but do not share until roll has been called. Allowing time for all members to type response.
  - When secretary says “roll,” members hit “Submit” to share their responses.
- 9.** Minutes are distributed electronically in advance of meeting. Post on shared screen and ask for motion for approval.
- 10.** Invite state officer to join the meeting and facilitate an activity for the program highlighting the Essential Element focus for the month.