



Program of Work *Checklist*



Meeting Location:

Meeting Date:

Chapter Officer Duties	Status
Set up a committee for each of the 6 PoW areas	
Create a budget for each committee	
Have chapter members complete the Essential Elements Assessment and evaluate chapter results	
Work with committee leaders to create a chapter calendar	
Assist as needed with activity implementation	
Evaluation Phase for Each Activity	Status
Reflect and gather feedback	
Celebrate with the committee	
Complete Chapter Excellence Program application	

Additional Notes:

Program of Work *Checklist* For Advocacy & Marketing



Meeting Location:

Meeting Date:

Committee Responsibilities	Status
Brainstorm activities to match the needs of the Essential Element Assessment	
Select one activity	
Work with chapter officers to create a chapter calendar	
Follow the chapter budget	
Plan activity including timeline and steps	
Implement the activity	
Evaluation Phase	Status
Reflect and gather feedback	
Celebrate activity completion	
Assist with Chapter Excellence Program application	

Additional Notes:



Program of Work *Checklist* For Community Engagement



Meeting Location:

Meeting Date:

Committee Responsibilities	Status
Brainstorm activities to match the needs of the Essential Element Assessment	
Select one activity	
Work with chapter officers to create a chapter calendar	
Follow the chapter budget	
Plan activity including timeline and steps	
Implement the activity	
Evaluation Phase	Status
Reflect and gather feedback	
Celebrate activity completion	
Assist with Chapter Excellence Program application	

Additional Notes:

Program of Work *Checklist* For Financial Management



Meeting Location:

Meeting Date:

Committee Responsibilities	Status
Brainstorm activities to match the needs of the Essential Element Assessment	
Select one activity	
Work with chapter officers to create a chapter calendar	
Follow the chapter budget	
Plan activity including timeline and steps	
Implement the activity	
Evaluation Phase	Status
Reflect and gather feedback	
Celebrate activity completion	
Assist with Chapter Excellence Program application	

Additional Notes:



Program of Work *Checklist* For Leadership Development



Meeting Location:

Meeting Date:

Committee Responsibilities	Status
Brainstorm activities to match the needs of the Essential Element Assessment	
Select one activity	
Work with chapter officers to create a chapter calendar	
Follow the chapter budget	
Plan activity including timeline and steps	
Implement the activity	
Evaluation Phase	Status
Reflect and gather feedback	
Celebrate activity completion	
Assist with Chapter Excellence Program application	

Additional Notes:



Program of Work *Checklist* For Partner & Alumni Engagement



Meeting Location:

Meeting Date:

Committee Responsibilities	Status
Brainstorm activities to match the needs of the Essential Element Assessment	
Select one activity	
Work with chapter officers to create a chapter calendar	
Follow the chapter budget	
Plan activity including timeline and steps	
Implement the activity	
Evaluation Phase	Status
Reflect and gather feedback	
Celebrate activity completion	
Assist with Chapter Excellence Program application	

Additional Notes:



Program of Work *Checklist* For Workplace Experiences



Meeting Location:

Meeting Date:

Committee Responsibilities	Status
Brainstorm activities to match the needs of the Essential Element Assessment	
Select one activity	
Work with chapter officers to create a chapter calendar	
Follow the chapter budget	
Plan activity including timeline and steps	
Implement the activity	
Evaluation Phase	Status
Reflect and gather feedback	
Celebrate activity completion	
Assist with Chapter Excellence Program application	

Additional Notes: