

ARIZONA COLLEGIATE DECA

# CHAPTER RESOURCES

2022-2023 GET THE EDGE

MEETINGS

## MEETINGS

## How to run/prepare meetings

Leaders, members, advisors and alumni of DECA all have one thing in common: we are a part of the one diamond, one family. When it comes to running meetings for the first time, it is important to establish credibility and know your audience. You can determine your audience by finding out the likes and dislikes of the members around you by conducting surveys on their interests and their goals. Based on that, you can decide how to proceed. It is also important to set the tone for how meetings will be run going forward and constantly get feedback from peers and other members as to what can be improved. As a team, when you start your meetings, introduce yourselves and give people some fun facts about your team. Also, give others the opportunity to volunteer and speak on their own about their experiences. Make sure you come prepared with an agenda a few days before your meetings, so you can let people who may miss a meeting know what you went over and make sure that you are keeping everyone engaged. Get your members out of their comfort zone as a way to engage them more by doing icebreaker activities. Give them a chance to feel welcome and feel valued, so that they pay it forward and will enjoy their time in DECA and feel like they are a part of the family!

## MEETINGS

## How to encourage communication in meetings

We communicate for just about anything, whether it is verbal or nonverbal, or in a different language. When working in teams, it is essential to communicate effectively, especially during chapter and officer meetings. When in meetings with new members, in order to improve communication, consider dividing the new members into smaller groups and have a leader/officer on your team to answer any questions they may have or have these groups work together to achieve a certain goal or accomplish a certain task. When having meetings, it is essential to give members a chance to share their suggestions or ideas on what they think can be improved for a certain topic or for a previous event/conference. Also, give these members the opportunity to clear up any confusion they have regarding DECA through their questions. There is no limit to how many questions people may ask, so, do not try to limit their thinking because we are here to help them and encourage them to improve themselves through their communication. In the end, people like you and I will begin to understand what the reason is behind why we communicate!

## MEETINGS

## Creating One Diamond One Family

Being a part of DECA is more than just networking, professional development, competitions, and meetings. Being a part of DECA makes you a part of one big family. One Diamond, One Family. You will create friendships that will last a lifetime and a chapter that people will want to be a part of. Creating that one diamond feeling is more than just keeping members at meetings. DECA provides many opportunities to meet new people. Ways to create that family could be hosting a chapter fundraiser, game and movie nights, volunteering, prepping for competitions together and traveling together. The possibilities are endless!

## Engagement

Take time to plan and be creative and adapt quickly, when necessary! Why are your members coming to DECA? Is it professional development? Competitions? Traveling? Social events? Or even just to be a part of something? What is your chapter's niche? What are you doing for your members? Once you find your niche you will know how to plan meetings, events, that one diamond one family feeling. Some examples as ways to encourage new members is to offer \$5 off to any member who can bring a new member to 3 meetings and 1 event, social media challenges where the winner gets a prize, and social events. Always have something for members to do!