

ARIZONA COLLEGIATE DECA

# CHAPTER RESOURCES

2020-2021 NEXT LEVEL

MEETING PLANNING

**MEETING PLANNING**

# SUMMARY

Within Collegiate DECA we truly embrace the notion of reaching the "Next Level". One of the responsibilities that sets our organization aside from the rest is the planning of meetings. For those familiar with High School DECA, you will remember the advisor handling most of the planning. However, in Collegiate DECA we have the opportunity to lead our own meetings. With a realm of endless possibilities you may ask yourself: "what content will we discuss in our meetings?", "how do we properly engage our members?", or "what makes an effective chapter meeting?". This resource guide will assist you in effectively answering each of these questions and creating your chapter's meetings and atmosphere.

# CHAPTER MEETINGS

Are you having issues trying to figure out what to talk about during your meetings? Don't worry! This resource guide is a tool to help new and existing Chapter leadership to conduct effective meetings. Staying on task and within time limits can be challenging, but with a little bit of planning, anyone can hold a great meeting!

Steps for holding a successful Chapter meeting include:

- Preparation
- Atmosphere
- Presentation
- Minutes

## MEETING PLANNING

Ice Breakers are a great way to get to know new members, first-time visitors, and your guest speakers. They open up the floor and allow a person to start talking and open up a bit. Also included is a list of ideas for main meeting topics that will fill the majority of your meeting time and offer the most substantial content for yourself and your members.

# IDEAS AND MEETING TOPICS

- **Preparation**

- Prepare in advanced
- Prepare an agenda
- Decide on an ice breaker/activity
- Line up speaker/topic
  - Have handouts prepared
- Prepare materials (sign in, snacks, PowerPoint)

- **Atmosphere**

- Make members and new guests feel welcome
- Play music, have snacks available
- Have someone greeting as people come in to break the ice and begin a conversation

- **Presentation**

- Ice Breaker
- Announcements
  - Latest news
  - Upcoming events
  - Opportunities to join/help/participate
- Topic
  - Stay on task
  - Follow agenda
- Closing
  - Remind of next meeting date and time
  - Open floor for questions

**MEETING PLANNING****• Minutes**

- Have someone take minutes
- Email to all members/post in the group (Canvas)

**• Ice Breaker Ideas**

- Walmart game
- Beach ball facts
- Slide show roulette
- Elevator pitches
- 2 Truths and a Lie

**• Meeting Ideas**

- Role Plays and Written Events
  - Differences and requirements
- Choosing the right event
- Fundraising
- Community service
- What to expect at conferences
- How to present yourself
  - Handshakes/Introductions
  - Dress for Success
- Practice Role Plays
- Practice Writtens
- Practice Exams
- Shark Tank
- Resume workshop
- Guest speakers
- How to ace an Interview
- Key to Public Speaking
- How to make an effective PowerPoint presentation
- Intro to each of the Five Career Clusters