

EXPERIENCE *the* DIFFERENCE

ARIZONA COLLEGIATE DECA

CHAPTER RESOURCES

2023-2024 Experience The Difference

MEETING PLANNING

MEETING PLANNING**SUMMARY**

Within Arizona Collegiate DECA, we strive to create experiences that let everyone "Experience the Difference". One of the responsibilities that sets our organization aside from the rest is the full responsibility of planning and executing 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 be a student led organization. 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 to plan your chapter meetings and create an engaging atmosphere.

CHAPTER MEETINGS

If you are unsure of where to start when it comes to planning meetings, you have come to the right place. This resource guide is a tool to help your chapter leadership team 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**• Preparation**

- Create an agenda
- Decide on an ice breaker/activity
 - Line up speaker/topic
 - Ice breaker ideas
 - Slide show roulette
 - Elevator pitches
 - 2 Truths and a Lie
 - Refer to the resource guide on ice breaker ideas!
- Have handouts ready
- Create materials (sign in, snacks, presentation)

• Atmosphere

- Make members and new guests feel welcome
 - Start the conversation
 - Play music & have snacks available
 - Have someone greeting as people come in

• Presentation

- Meeting topic
 - Stay on task
 - Follow agenda
 - Example topics, see next page.
- Announcements
- Upcoming events
- Opportunities to join/help/participate
 - Internships, volunteering, jobs, association events
- Closing
 - Remind of next meeting date and time
 - Open floor for questions

• Minutes

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

MEETING PLANNING

IDEAS AND MEETING TOPICS

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 your members.

- **Meeting Ideas**

- Role Plays and Written Events
 - Differences, requirements, how to choose, and practice
 - Individual versus team events
- Fundraising Event
- Community Service Event
- How to Present Yourself
 - Handshakes/introductions
 - Dress for success
- Shark Tank
- Resume and Cover Letter Workshop
 - Work with your institutions career center
- Guest Speakers
 - Panels
- How to Ace an Interview
- Key to Public Speaking
- How to Create an Effective Presentation
- Introduction to the Five Career Clusters
- DECA Trivia
- Networking or social events with other Organizations
- LinkedIn Workshop

MEETING PLANNING

Officer Meetings

Before going into an officer meeting, it is important for the president to create an agenda. An agenda allows everyone to stay on track and finish all the tasks to fully prepare for the chapter meetings. After creating an agenda, determine who wants to complete the applicable tasks. This helps each person understand what is expected of them and what they have to complete. Make sure to set due dates so that everything gets done on time. At the end of the meeting, everyone should be confident on how the chapter meeting will go and clear on what they have to complete. An officer meeting is also a chance for the team to bond with each other. Offer ice breakers or other fun activities! Finally, it is best to keep officer meetings consistent. Choose a day and time that works for everyone and stick to it.

Example Agenda

- **Ice Breaker**
 - Rose-Bud-Thorn
- **Homework Check-In**
 - Did everyone complete their tasks?
 - How did they feel about it?
- **Current Association Tasks**
 - Launch registration
 - When should we collect dues?
- **Plan for the Chapter Meeting**
 - Create an agenda
 - Choose an ice breaker & meeting topic
 - Create a Powerpoint and assign slides
 - End the meeting with a game
- **Assign new tasks & close out**