

Lodge and Chapter Management

RUNNING FUN, PRODUCTIVE CHAPTER MEETINGS

Session Length: 50 Minutes

Learning objectives:

- To be able to run a fun, informative chapter meeting.
- Understand how to be able to run a fun effective chapter meeting.

Required Materials:

- Flipcharts
- Sample meeting agendas



TRAINER PREPARATION

Introduction (classroom setup):

5-7 Minutes

This syllabus should be used to help train Chapter Chiefs and other Chapter Officers on how to run an effective, fun chapter meeting. The syllabus should be used as a starting point, the trainers should feel free to add personal experiences that they have had. The Trainer should take the material in the syllabus and make it fit their individual teaching style. Throughout the syllabus you will notice that there are many group activities, this is done on purpose as it reinforces the teaching that is being done by stimulating the minds of the learners.

During this time the trainer should be preparing the classroom before the learners are in the room. The classroom should be set up in such a fashion that everyone can see the presenter and the visuals that the presenter will be using. The presenter will also want to make sure that there is sufficient room at the front of the classroom so they can walk around a the room and engage the class. Remember that an audience will more likely become bored with a stationary speaker than with someone that is moving around the room.

Trainer Tip: When you are creating your lecture notes make sure that they correspond with your flip chart. That way you can know what page of your flip chart you should be at without having to look at it. Some people may find it handy to have a sketch of their flip chart in their notes. That way they know what the audience is seeing without having to put their back to the learners.

Once the Presenter is ready and the classroom is set up, only then should the learners be permitted to enter the classroom. The Presenter should be at the front of the room as the learners enter, and the flip chart should be on the cover page. The presenter should begin the class after everyone is seated and has taken out pen and paper so that they can take notes on what is being taught.



SESSION NARRATIVE

This section is where the bulk of the class will be happening.

Introductions

5-7 Minutes

During this time the Instructor should introduce himself and any assistants he has working with him. A few things that you may want to cover include.

- Your name and where you are from.
- Your scouting background. (What Leadership positions you have held, what parts of scouting you are active in, etc.)
- What training you have. (why you are qualified to teach them.)

Trainer Tip: It is not necessary for you to have the class introduce themselves, it will consume a large portion of time and may make the rest of your class feel rushed if you are on a tight schedule. An alternative to this is when someone has a question have them raise their hand until you call on them. Once you call on them have them stand up and introduce themselves to the rest of the class. Then they can ask their question.

Vision:

10-20 Minuets

Before you can have successful chapter meetings you as the chapter chief, or chapter officer, must have a vision for what you want from your chapter, and what you want from each individual meeting. A Vision is described by the National Youth Leadership Training course as “A picture of what Future success looks like to you.”

It can be very beneficial to the chapter to have all of the youth officers and adult advisers sit down before the first chapter meeting of the year and come up with a Vision for what they want to accomplish Throughout the year. After you have your Vision hashed out and decided upon, a mission statement can be very helpful in complementing your Vision. Here are a few mission statements from big company's and organizations.

- N.A.S.A. "pioneer the future in space exploration, scientific discovery and aeronautics research."
- B.S.A. "The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law."

Another thing that may help in communicating this information is by telling them what your chapters mission statement and Vision are, and how they have helped your chapter grow and expand.

ACTIVITY: You should help reinforce the idea of Visions and Mission Statements by Creating a mock Vision and mission statement for the class. Use a page of your flip board and right it down what is discussed, that way you can reference back to it later if you need too.

Chapter Agendas:

10-15 Minutes

As Chapter Chief one of your duties will be to create and execute the agenda. You are going to want to make sure there are enough copies of the agenda at the meeting so that everyone can have one to take home. On the next page there is a sample agenda, feel free to make copies and pass them around to all the participants as an example of one way to do it. Stress to them that this is only one way to do it. They can do it anyway they see fit.

As chapter chief you will be responsible for creating the agenda for the chapter meetings. This may seem like a giant task, but it really is not. To make it easier on yourself make sure that you have good lines of communication with your other officers; they may have things that they need to discuss and put onto the agenda.

Remember that your agenda should be well put together, but also be flexible in case something comes up that you did not know about while you were planning it.

ACTIVITY: After looking over the sample agenda have a discussion about what makes it a good agenda and what could be improved about it. Challenge them to create a better agenda, give them a few minutes to do this and then pick a few and critique them

Activities at Chapter Meetings:**15-20 Minutes**

The hard part about chapter meetings is finding the balance between business and having fun. This balance can make or break your chapter meetings. One of the harder aspects in running activities is making sure they are fun and appropriate for chapter meetings. Now when someone thinks activities they automatically think games, but that doesn't have to be the case. Activities at your chapter meetings can be games but if you think outside the box you can come up with a lot of new ideas that will bring more people to your meetings. Here is a list of some ideas for activities you can use at your meetings.

- Low C.O.P.E. Activities (Willow in the Wind, Human Knot, etc..)
- Fluting Demonstrations
- Costuming Building
- Ceremony Practice
- Ceremony Writing Workshops
- Board Games

As you can see from the list I have created the possibilities for making your chapter meetings more enjoyable are limitless. You should try and ensure that whatever you choose to do it does not get out of hand. An example of games getting out of hand can be playing a game of dodge ball or tag. Although both of the games are fun, I think we have all seen how those games can escalate and get out of hand very quickly. When that happens it is not fun for anyone involved.

Another way that you can decide upon activity's is by looking at what your chapter is doing at that point in the year. If it is membership time, you could run a mock interview and train people on how to properly do a troop visit and run an election. You can use the activities portion of your meetings to help grow your Chapter program.

ACTIVITY: As a class compile a list of activities that would be appropriate for a chapter meeting setting. After you have five or six games in your list talk about the pros and cons of each. Decide when each activity would be appropriate. Discuss how each could help grow your program while ensuring that your arrowmen are having a good time.

Questions and Answers:**5-10 Minutes**

During this time have the class ask any questions that they have, make sure that before you start accepting questions you need to make it clear that all questions need to be on topic and relevant. If there are not enough questions to fill the time, or the questions become off topic and/or not relevant to the course material feel free to end this portion early.

Conclusion:**2-3 Minutes**

At this point you should have either one or two flip sheet slides that summarize everything that has been covered so far. All questions should have been answered by this time. The conclusion is important because it revisits everything that has been covered for a third time, it helps to the learners retain what you have told them over the course of the class.



APPENDIX: FREQUENTLY ASKED QUESTIONS

Question: Is having fun at a chapter meeting really that important?

Answer: Yes it really is that important, if your meetings are all business and no fun then people won't come back month after month.

Question: Can we play {insert inappropriate game/activity here.}

Answer: It is important to make sure that your activities are both fun but appropriate for the setting in which they will be taking place.

Question: Can we get ideas for our activities from our Arrowmen that attend the meetings?

Answer: Absolutely! As chapter officers you always want to encourage the youth to help out wherever they can. That can be leading an activity to being an officer. Remember everyone has to start somewhere if they want to be an officer.



APPENDIX: SUGGESTED VISUAL AIDS

Each portion of your class should have one or two slides on your flip chart. You may also find that having a couple of blank pages in between your pre-made slides will be handy to record the class discussions and to record the written activities.

Remember that if your slides are entirely walls of words the learners will become distracted by trying to read every last word that is on it. A better idea is have key terms and words on the slides along with graphics that help get your point across.

The flip chart is an important part of your presentation. If done well it is a very valuable tool, if done poorly it will detract from what you want the students to learn. Your flip chart is worth spending a good deal of time on.



APPENDIX: RESOURCES & SOURCE MATERIALS

2010 Quality Chapter Meeting Ideas

<http://www.oa-bsa.org/resources/lodge/chapter/qualitychapters.htm>