

# Program of Work SAMPLE



## TSA CHAPTER PROGRAM OF WORK: 2018-2019

Task	Officer Responsible	Resources Needed	Start Date	Due Date	Notes and Details	
<b>Increase Membership</b>						
1	Make informational fliers	President & Treasurer	N/A	8/15	8/29	Include chapter meeting information
2	Create morning announcement	Reporter & Vice President	Chapter meeting information	8/22	8/29	Include which room meetings will be held
3	Plan fun activity for the first meeting	Secretary & Sgt-at-Arms	Buy supplies for activity	8/15	9/3	Must be suitable for a group of 15-30
4	Make posters for hallways	All officers	Poster paper paint	8/15	8/22	Same information on fliers
<b>Raise Money for the American Cancer Society</b>						
1	Brainstorm things to create to sell	All officers & advisor	N/A	8/15	10/1	Must be something members make or order
2	Make or order items to sell	All officers & chapter members	Address this during brainstorming	10/8	10/22	Must get prior approval from principal
3	Plan a lunch period or game to sell items	All officers	Meeting with administration	10/22	10/29	Assign members to work the booth
4	Count profits and turn into advisor	Treasurer	Lockbox and change	Date of sale (TBD)	Prior to state conference deadline	Advisor will submit to bookkeeper
<b>Increase Officer-to-Member Communication</b>						
1	Set up a presentation with our weekly agenda	Reporter & Secretary	Access to the school TSA website	8/15	Update weekly	Make sure it includes deadlines for paperwork and other things
2	Plan a LEAP session	President & Vice President	Printed copies & presentation	10/1	11/19	Designed for members to understand how to fill out LEAP resume
3	Create a GroupMe for chapter members	Treasurer & Sgt-at-Arms	Members' phone numbers	1st chapter meeting	2nd chapter meeting	For members to ask questions as they have them

This document is designed to help officers at the chapter and state level plan and format a successful Program of Work. A Program of Work is important because it allows a chapter or state to plan a year of activities and easily identify deadlines. At the left is a sample. Below are some tips for creating a Program of Work:

1. When creating a Program of Work, it is very important to list deadlines for all tasks. This will hold officers and members accountable for their tasks, and ensure the tasks will be completed.
2. It is important that either your chapter advisor or state advisor works with you to create this document, because you will need their support/approval when making decisions and setting goals.
3. A Programs of Work should be well-rounded. It should involve more than one category. A good program includes fundraising, leadership activities, community service, membership recruitment, and chapter membership participation.
4. Equally distributing all tasks among the officers and chapter members allows everyone to be involved and ensure one officer is not doing all of the work for the team.
5. If a task involves doing something at school, be sure to first talk with the advisor and the school administration. Once the school gives permission for the activity, then the team can begin working out details.
6. Creating the program of work should be a group effort. This should not just be one officer's ideas, but the entire team coming together to create a shared vision for the year.