

# Chapter Meeting Standard Operating Procedures (SOP)

## RUNNING A CHAPTER MEETING

Follow the eight steps below to help your DECA chapter have efficient and successful meetings.

- 1. Pre-Planning:**

Prior to any chapter meeting, chapter officers should have a meeting with their advisor(s) to discuss the topics of the upcoming meeting. This should be where officers discuss who will address specific topics, and set time limits for each item.
- 2. Agenda:**

The meeting should follow an agenda that the chapter officers make prior to the meeting. The agenda should be visible to all members present, and topics should be crossed off as discussed. Sample agendas and templates are available from the California DECA website under the resources tab, then under Document Library.
- 3. Call to Order:**

To start the meeting, the President, or presiding officer, should call the meeting to order and state the date and time. Example: *"The meeting is called to order at 12:30 p.m. on September 15, 2017."*
- 4. Notes:**

A designated person should take notes on what happens during the meeting. This duty should either be assigned to different members at each meeting, or the chapter should have a Secretary position for the year. These meeting notes, sometimes called "Meeting Minutes," should be placed in an online folder or physical binder where all members can have access. Alternatively, they can be uploaded to the chapter's website to be viewed by any members who were not present. Downloadable meeting minute templates are available from the California DECA website under the resources tab, then under Document Library.
- 5. Discussion:**

Chapter officers should allow a little time at the end of each topic for any questions or comments that the members may have.
- 6. Group Reminders:**

Group reminder services such as Remind or Cel.ly are a great way for members to get updated on current news and become aware of sudden meeting changes.
- 7. Schedule:**

Meetings can be held as frequently or infrequently as the chapter desires, but it is a good idea to stick to a consistent weekly, bi-weekly, or monthly schedule.
- 8. Location:**

Depending on the size of the chapter, a regular classroom may not fit all chapter members. In which case officers should work with their advisor(s) and school administration to book a venue suitable for the chapter, such as a gym or multi-purpose room.

## POSSIBLE MEETING TOPICS

Consider the following possible topics as you plan your chapter's meeting agendas:

### August & September

- Introduction to DECA (New Members)
- Conference Overview
- Chapter Rules and Guidelines
- Registration for District LDCs and LACE

### October

- DECA Month Preparation
- District LDCs and LACE Preparation
- WRLC or Power Trip Registration
- DECA Virtual Business Challenge
- Chapter & Membership Campaigns
- Competition Preparation
- Fundraising

### November (DECA Month)

- DECA Month Activities
- WRLC or Power Trip Preparation
- Membership Campaign Reminders
- Chapter Campaign Reminders
- Competition Preparation
- Fundraising

### December

- District Conference Registration
- District Conference Preparation & Tips
- Fundraising
- DECA Scholarships

### January

- District Conferences
- State Conference Registration
- Written Events
- Chapter Team Events
- CTE Month & Advocacy Plans

### February (CTE Month)

- CTE Month Activities
- State Conference Preparation & Tips
- Written Project Editing
- Presentation Preparations
- Fundraising

### March

- State Conference Recap
- ICDC Registration
- ICDC Activities Registration
- Fundraising

### April

- ICDC Preparation & Tips
- Event Practice
- Fundraising

### May

- ICDC Recap
- Officer Elections
- School Year Wrap-Up End of the Year Banquet or Party