

Thank you for downloading California DECA's "Chapter Meeting Instructions and Ideas." Please use this resource to effectively plan and execute chapter meetings, as well as to inspire ideas for future meetings. This document is split into two sections: Instructions and Ideas.

DECA Chapter Meeting Instructions

Step #1: Preparation

Prepare in advance. Create a meeting agenda (See Chapter Meeting Agenda Template). This will help you keep track of what you want to talk about and also stay focused during the meeting! Also, prepare any materials (e.g. sign-in sheet, snacks, powerpoint) that you'll need for your meeting.

Step #2: Atmosphere

Make the members feel welcome and excited as they come in! Maybe play some music, have some snacks available, or have an officer at the door greeting members as they come in. This way, they'll feel energized and able to socialize with other members. Remember that any meeting might be someone's first meeting, so it's important to make a good first impression.

Step #3: Presentation

Now it's time to get started! Using your meeting agenda, conduct your meeting accordingly. Remember to stay energetic and engage your audience. Here's a suggested outline for each meeting:

1. Icebreaker: help members meet other members!
2. Announcements: talk about the latest news and upcoming events for your chapters! Let them know about opportunities to engage and get involved. Finally, make sure to update them on upcoming conferences so they can get the full DECA experience!
3. Meeting Topic: follow your meeting agenda and go through each of the topics you have planned to talk about. Keep track of time and stay focused!
4. Meeting Closing: make sure to remind them of the next meeting date and leave room for questions (either during the meeting or after the meeting)

Step #4: Meeting Minutes

Make sure you have someone taking the meeting minutes for every meeting (See Meeting Minutes Template). This will help those who weren't able to attend the meeting catch up. Make sure to email the minutes out to all the members within 48 hours of the meeting!

DECA Chapter Meeting Ideas

Chapter-Oriented Ideas

1. Intro to DECA (sample agenda available at www.californiadeca.org/resources_chapterlevel.php)
2. What are Roleplays and Written Events (sample agenda available at www.californiadeca.org/resources_chapterlevel.php)
3. Choosing the Right Event
4. Fundraising
5. Community Service
6. How to Get Involved
7. What to Expect at Conferences
8. How to Present Yourself: Handshakes/ Introductions
9. Practice Roleplay/ Written Presentations with other members and officers
10. Practice Exams

Business-Oriented Ideas

1. Cultural Differences in Business (sample agenda available at www.californiadeca.org/resources_chapterlevel.php)
2. The Effect of Social Media on a Business (sample agenda available at www.californiadeca.org/resources_chapterlevel.php)
3. Dress for Success
4. Shark Tank
5. Résumé Workshop
6. Guest Speaker
7. How to Ace an Interview
8. The Key to Public Speaking
9. How to Make an Effective Powerpoint Presentation
10. Intro to Marketing/ Finance/ Hospitality/ Management

Remember: These ideas are only suggestions! Feel free to get creative and think of your own meeting ideas!