



Steps for Building a Program of Work for a New Chapter
(or chapter that has not previously set forth a program of work)

1. Review as a total chapter the possible activities in which the chapter might participate.
2. Secure copies of the program of work of other chapters and review for ideas.
3. Decide on two or three activities that will definitely be included.
4. Develop a list of possible additional activities.
5. Appoint a program of work committee, with sub-committees for each activity of the program. Additional activities suggested by the chapter will be turned over to this committee. The program of work committee is responsible for further surveying members and checking the feasibility of the suggestions offered, and for setting up a tentative plan that includes goals and processes necessary to carry out each activity.
6. Have the committee report back to the chapter for tentative approval.
7. Put the approved recommendations into a final written form.
8. Check the program of work with school officials and others concerned, asking for their input and approval.
9. Adopt the program when completed and appoint or elect permanent committees and chairpeople to be responsible for each major program area or project. Develop a list of duties with each committee so they can get to work on the program.
10. Post the approved program of work, with committee appointments on the chapter calendar or bulletin board.
11. Use the program of work as a guide for developing chapter meetings. Example: An activity scheduled for January should be discussed at the November or December meeting, depending on the planning and set-up time needed.
12. Review and evaluate each activity. Make suggestions on how the activity can be improved in the future.



Steps for building a program of work for the second and subsequent years

1. Review last year's program of work at chapter meetings. Find out why certain items were successful and others were not successful. Discuss the present needs of the chapter, its membership and the community.
2. Select from last year's program and list the items which should be continued for the present year. Add members' suggestions for possible activities for the year.
3. Appoint a program of work committee, with subcommittees for each activity of the program. Additional activities suggested by the chapter will be turned over to this committee, which is responsible for further surveying members and checking the feasibility of the suggestions offered, and for setting up a tentative plan that includes goals and processes necessary to carry out each activity.
4. Have the committee report back to the chapter for tentative approval.
5. Put the approved recommendations into a final written form.
6. Check the program of work with school officials and others concerned, asking for their input and approval.
7. Adopt the program when completed and appoint or elect permanent committees and chairpersons to be responsible for each major program area or project. Develop a list of duties with each committee so they can get to work on the program.
8. Post the approved program of work, with committee appointments, on the chapter calendar or bulletin board.
9. Use the program of work as a guide for developing chapter meetings. Example: An activity scheduled for January should be discussed at the November or December meeting, depending on the planning and set-up time needed.
10. Review and evaluate each activity. Make suggestions on how the activity can be improved in the future.