
V. RESOURCES

C. LOCAL OFFICER TRAINING SUGGESTIONS

The following section has been compiled from successful training methods used by TAFE teacher leaders from across the state. This section is intended to be a basic guide for training new chapter officers. Modify them as needed to fit your individual chapter.

SAMPLE AGENDA GUIDELINES

An agenda may include the following:

1. **CALL TO ORDER:** Official opening of the meeting by the presiding officer: (usually the president or vice-president)
2. **ROLL CALL:** To be sure that enough people are present for the meeting: A quorum, i.e. over one half of the membership must be present. (Check-in sheets may be used.)
3. **READING OF MINUTES:** The secretary's brief summary of what was done at the last meeting. (Chapter may vote to skip this.)
4. **OFFICER'S REPORTS:** All officers are invited to speak, including the treasurer (any transactions since the last meeting and the present balance of money).
5. **COMMITTEE REPORTS:** From groups which have met since the last chapter meeting. A brief summary, signed by the committee chairperson, is filed with the chapter secretary.
6. **UNFINISHED BUSINESS:** Including long-range plans, votes on motions already introduced but not yet decided, and any other items on the agenda.
7. **NEW BUSINESS:** Any item of business may be introduced by any member who asks to be recognized by the presiding officer (usually by raising a hand.) The subject may involve forming a new committee, introducing a new project idea, or requesting a change in rules.
8. **ANNOUNCEMENTS:** Reminders about coming events, messages from the principal, faculty or community groups, and letters.
9. **ADJOURNMENT:** The formal ending of the meeting by a vote.

TAFE OFFICER RESPONSIBILITIES

ALL OFFICERS WORK AND ASSIST EACH OTHER IN ALL TRAFLES PROJECTS

The PRESIDENT shall

1. Preside over meetings
2. Help prepare a calendar for the following year
3. Prepare an agenda for each meeting
4. Provide ideas for the slogan to be used for the year

The VICE PRESIDENT shall

1. Assist the President and act in their absence
2. Help prepare a calendar for the following year
3. Be responsible for constructing and assembling the scrapbook

The RECORDING SECRETARY shall

1. Keep an accurate list of members and a record of their attendance at meetings
2. Record the minutes of all meetings
3. Carry on all chapter correspondence – information to paper, etc.

The POINT SECRETARY shall

1. Keep track of all points given to each member
2. Record points accurately and in a timely fashion

The TREASURER shall

1. Collect dues and send the annual fee to the state
2. Produce a workable budget for the school year
3. Be responsible for approving all money spent
4. Be responsible for all fundraising projects

The PARLIAMENTARIAN shall

1. Be responsible for order during meetings
2. Be present at all events to take pictures for the scrapbook
3. Help put the scrapbook together

The PROJECT COORDINATOR shall

1. Be responsible for putting all paperwork for meetings together
2. Keep track of all papers to be handed out and taken up at meetings
3. Be responsible for insuring all materials for each project are ready for distribution one week before they are needed.

TAFE OFFICER CANDIDATE SHEET

1. I, _____ have read and understand the Officer Responsibilities sheet. I know it shall be a commitment of time, effort and leadership to be a TAFE officer. I also understand it should not be taken lightly. I would like to be considered for the office of _____.

2. Attach the following:

- a. Copy of last report card
- b. Two letters of recommendation

3. I have discussed this with my parents. _____
Parents Signature

Address _____ City/Zip _____

Home Phone: _____ Work Phone: _____

E-mail: _____ Classification (now): _____

4. Misc.

- ELECTIONS SHALL BE HELD ON _____ AT THE GENERAL MEETING.
- YOU MUST MAKE A SHORT SPEECH AT THAT TIME.

Speech must include the following:

- WHO YOU ARE
- WHY YOU THINK YOU WOULD BE A GOOD OFFICER.

Posters can be hung in room _____.

Flyers may be handed out during the time you make your speech.



SOLVING PROBLEMS DURING MEETINGS

All officers may encounter one or more of the following problems while they are presiding over a meeting or giving a report. Review with them the various problems and possible solutions. It may be helpful after the review to create a role-play scenario in which your officers can practice solving problems in a mock meeting.

Problem: LOW LEVEL OF CONTRIBUTION

Possible Solutions:

- Ask questions to bring in participants who have said little
- Praise contributions when made by those who are reluctant to participate
- Make procedural suggestions to control contribution. (For example, have group members comment in turn or state “No one can offer a second idea until we hear from each person present.”)
- Assign reports to be prepared in advance
- Call on participants by name
- Assign a person to the role of recorder



Problem: EXCESSIVE CONTRIBUTIONS

Possible Solutions:

- Make procedural suggestions to control contributions and put the meeting on course (interrupt if necessary)
- Acknowledge contributions and ask for contributions of others
- Bring in participants who have said little
- At a break, talk with persons who are “over contributing” and ask them to help you to get others involved

Problem: ARGUING

Possible Solutions:

- Listen and respond with empathy to each person’s point of view (interrupt if necessary)
- Maintain or enhance self-esteem of each person
- Highlight meeting purpose
- Make procedural suggestions to put meeting back on course
- Summarize or check for understanding of progress made
- Invite contributions of other group members by asking direct questions

Problem: RAMBLING

Possible Solutions:

- Acknowledge the contribution and restate the main focus of meeting
- Make procedural suggestions to put meeting back on course
- Invite contributions of other group members by asking direct questions

SOLVING PROBLEMS DURING MEETINGS CON'T.

Problem: LAUGHTER AND DIVERSION

Possible Solutions:

- Allow to continue briefly to see if behavior will stop
- Make procedural suggestions to put meeting back on course
- Summarize, if appropriate

Problem: LATE ARRIVALS

Possible Solutions:

- Start on time
- Praise people who arrive on time
- Summarize progress, if appropriate

Problem: ATTACKS ON YOU

Possible Solutions:

- Keep your cool
- Seek information to establish whether there is a problem
- Maintain the other person's self-esteem
- Make a procedural suggestion to settle the matter at some specific time later
- Summarize discussion, as you understand it, just before the attack commenced



SAMPLE FINANCIAL REPORT

BALANCE AS OF: _____ \$ _____

INCOME:

| | |
|--------------|----------|
| DUES | \$ _____ |
| SHIRT MONEY | \$ _____ |
| MISC. INCOME | \$ _____ |
| TOTAL INCOME | \$ _____ |

DISBURSEMENTS:

| | | |
|----------|--------|----------|
| 1. _____ | Amount | \$ _____ |
| 2. _____ | Amount | \$ _____ |
| 3. _____ | Amount | \$ _____ |
| 4. _____ | Amount | \$ _____ |
| 5. _____ | Amount | \$ _____ |
| 6. _____ | Amount | \$ _____ |

TOTAL DISBURSEMENTS: \$ _____

CURRENT BALANCE: \$ _____

TREASURER SIGNATURE _____

SAMPLE SECRETARY'S MINUTES

Meeting Type: (officers or general membership): _____

Date: _____

1. Call to Order by Who: _____

Time/place: _____

2. Roll Call Who: _____

Members/Present/Absent: _____

3. Reading of Minutes Who: _____

Approved: _____

4. Reports Treasurer: _____

Other Officers: _____

Committees: _____

4. Unfinished business (long-range plans, votes on motions already introduced)

6. New business (Introducing a new idea, committee, or motion) _____

7. Announcements (reminders, messages from principal or teacher leader)

8. Adjournment Time: _____

Respectfully submitted, Secretary: _____

Date approved: _____

SAMPLE TAFE POINT SYSTEM

| | | | |
|-------------------------------|-----------|---------------------------|---------|
| Attendance per meeting | 50 | Club shirt bought | 100 |
| Shirt worn on meeting days | 100 | Getting others to join | 30 |
| Dues paid | 100 | Region Meeting attendance | 100 |
| Cookies / Brownies | 100/dz. | Cup Cakes | 200/dz. |
| Sandwiches | 200/dz. | Sodas | 50/2L. |
| Chips (bag) | 50 | Dip (container) | 50 |
| Homemade dip | 100 | Cakes | 250 |
| Relish trays | 200 | Donuts | 50 dz. |
| Coffee (container) | 50 | Candy (depending on size) | 50/100 |
| Report Cards | 50/A 40/B | Saturday activities | 600 |
| After school working meetings | 100/hr. | Fundraiser | 2/\$ |

ALL OTHER POINTS SHALL BE ASSESSED AS NECESSARY.
SEE AN OFFICER OR ADVISOR IF YOU HAVE ANY QUESTIONS.

IDEAS FOR CHAPTER PROJECTS

(Keep in mind your goals and objectives when you decide on projects)

Teaching Projects

Recreation or Social Projects

Appreciation of Faculty and Staff Projects

Fund Raising Projects

Leadership Projects

Education Awareness Projects

Service Projects

TAFE PROJECT PLANNING PROCESS

PROJECT NAME: _____



IDENTIFY NEEDS

- Brainstorm ideas
- Evaluate ideas
- Narrow to one workable idea



SET YOUR GOAL

- Develop a clear mental picture of what your chapter wants to accomplish
- Write it down
- Evaluate it



FORM A PLAN

- Plan how to achieve the goal
- Decide who, what, why, when, where and how



ACT

- Carry out the project



FOLLOW UP

- Evaluate the project
- Thank people involved
- Recognize participants