District Meeting

# Focus: Membership Recruitment and Retention

* The meetings should be fun, engaging, and help to educate new and potential members about what FCCLA is and why they should want to be involved. You want chapters to bring potential members!

# Your Role

* Guide your district officer team through the planning process to plan and execute a great meeting
* Actively communicate with all chapters in your district in a timely manner
* Facilitate District Officer Elections
* Submit district reports to the State Leadership Team

# District Paperwork

You must submit all paperwork/survey’s on the [SEC page online](http://mtfccla.org/state-executive-council/) **within 2-weeks** the meeting.

* **Preplanning Meeting** – Submit the minutes from your meeting online. The minutes should include the following components (if something is not in the minutes, please specify in a cover letter).
  + District number
  + Date & Location of meeting
  + If there was a fee to attend the meeting. If so, what was it and what did it cover.
  + List of all chapters attending including the number per chapter
  + List of all advisers attending
  + Date and location of the District Meeting
* After the District Meeting, complete the online survey: *Note: you cannot save your work; therefore ensure you have all of the necessary information before you begin.*
  + **Meeting Summary**
    - List of chapters who attended
    - Number of chapter members who attended
    - Number of advisers and other adults who attended
    - New officers (Name, Chapter, email address and test score)
      * President
      * Vice President
      * Secretary
      * Parliamentarian
      * Other offices
  + **Evaluation**
    - What went well about your district meeting?
    - What recommendations would you make to next year’s officer team to enhance the meeting?
    - What feedback did you receive from the attendees?
    - What did you learn about yourself or others when planning and leading this meeting?
  + **Meeting materials**
    - Upload a copy of the meeting minutes.
    - Upload a copy of the program.
* After the District Meeting:
  1. If any elected officers were added on-site, they must submit their officer application with signature sheet within two weeks. You are responsible for following up with them to ensure this happens. If they do not submit within two weeks, they will forfeit their office.

# 2017 Agenda Components

*Each district meeting runs a little differently*. However, when planning keep these components in mind.

* **Start time: most districts start between 8:30-9**
* **Registration (typically 30 minutes)** 
  + During this time, you will also want to conduct:
  + Officer candidate tests
  + For those not testing, consider an activity that will keep them actively engaged (rather than sitting around). For example, a get acquainted activity, learn more about FCCLA activity, etc).
* **Opening session (typically 15-30 minutes)**
  + Opening session ceremony
  + Flag ceremony
  + Emblem ceremony
  + Welcome
    - District President
    - Special Guest (optional). This is a good opportunity to promote FCCLA and invite a school board member, administrator, or community member to welcome everyone.
  + Ice-breaker or Learn About FCCLA (optional). Depending on the registration activity, this may also be a good time to set the “tone” for your meeting and help others feel comfortable and engaged by getting to know one another. See the officer icebreakers list or What is FCCLA workshop for ideas.
* **Keynote Speaker (typically around 45 minutes)**
* **Business meeting (typically 30-45 minutes)**
  + Have an agenda that is run using Parliamentary Procedure to conduct the business of the district. Visit with your officer team in advance of the meeting to ensure everyone is prepared for their part.
  + Update chapters on State-wide programming (Nicole will provide this information to you)
  + Complete oral test for District Officer Tests
  + Delegates vote on new officers (see the State-wide Election Process in the District Election Guidelines document)
* **Lunch (typically around 45 minutes)**
  + Consider exploring ways to break the students up into groups (beyond their chapter) to meet new people.
* **Programming (typically conducted as 45-minute breakout session and/or keynote sessions)**
  + Possible workshop topics:
    - Utilize local resources such as community members or chapters who have done great projects
    - How to Prepare for Competitive Events (show sample projects and provide tips for preparing projects)
    - Showcase the State Outreach Project: FACTS
    - What is FCCLA (workshop available)
    - Conduct Skill Demonstration Activities
    - Think about topics that would engage members and excite them about FCCLA!
    - Knowledge quest (depending on the final decision for SLC qualifications)
* **Conclusion (most districts end around 3)**
  + Officer Installation Ceremony
  + Closing Ceremony
  + Evaluations
  + Thank everyone

*Have a Plan B! What will you do if a speaker does not show (is late)?   
Or, if something ends early. Have a variety of options prepared to keep the meeting flowing just in case!*

Start planning early! Get your officers Involved! Have fun!

**Dress Code Note**

Because the purpose of this meeting is to recruit new members, many may not yet have a FCCLA polo. Therefore, the Montana FCCLA dress code policy requires business casual.

# Planning Guide

Use this as a guide to help you plan and execute your district meeting. This may vary slightly depending on your district and who hosts the meeting. While the state officer is noted as the individual responsible, they are encouraged to delegate tasks to other officers as well.

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| --- | --- | --- | --- |
| What | By When | Who Responsible | Tips and Resources |
| Set date & Location | August 15 | State Officer  & Chapter Adviser | * Find a central location that is cost effective * Consult with schools in your district before finalizing the date to ensure there are no major conflicts |
| Pre-Planning Meeting | Late spring/early fall | State Officer leads in partnership with District Officers | * Invite schools and share details including dress requirements, fees, responsibilities of any officers to plan, agenda, etc. * Meeting components may include: brainstorm the District Meeting program, discuss best practices and/or Montana FCCLA programming updates, encourage people to run for office, etc. * Set District Meeting date, location, theme (consider using the state/national theme), etc (if not discussed earlier) * Conduct any business of the district |
| Pre-Planning Report | Within 2 weeks of meeting | State Officer | * Work with the District Secretary to submit the minutes to Nicole (see page 1) |
| Create a budget | Two months before meeting | State Officer  & Chapter Adviser | * Set the registration fee (the goal is to make this as cost effective as possible for all to attend; it should not generate income) |
| Save the Date | As soon as possible | State Officer | * Template available in the Dropbox * Send a Save the Date to all chapters. Nicole can provide a list of emails. |
| Invite Speakers | 8-12 weeks before the meeting | State Officer or appointees | * Invite guest speakers. Ensure your phone call or email has not grammatical errors and includes all essential information such as who we are, what you would like them to speak about, date, time, how to contact you, etc. * Consider inviting any administrators to conduct a welcome |
| Advertise and Conduct Registration | 4-6 weeks before the meeting | State Officer or Host Chapter | * Registration may be conducted online the MT FCCLA website * When advertising the meeting, include details such as when, where and a tentative schedule. |
| Distribute election paperwork | 6 weeks before the meeting | State Officer | * Include a cover letter encouraging chapter members to apply and why it is a great experience * Provide the District Election Packet (available in Dropbox & on the MT FCCLA Website) * Share a link to the study materials on the MT FCCLA Website |
| Location | 3-4 weeks before the meeting | State Officer or Host Chapter | * Share set up with host location * Ensure all technology needed is available (microphone, projectors, computers) * Finalize food (am break, lunch, pm break for trip home) |
| Collect election paperwork | 2 weeks before the meeting | State Officer | * All election paperwork should be submitted * Send confirmation emails to candidates confirming you received their packet * Begin making copies of the application for distribution at the meeting * Make enough copies of the Written Test * Prepare Oral Exam materials * Create a ballot for voting * Prepare the officer installation ceremony (including having a dozen red roses available) |
| Knowledge Quest | 1-2 weeks before the meeting | State Officer or contact person | * If conducting, prepare enough copies of materials. |
| Business Meeting Agenda | 1 week before the meeting | State Officer | * Prepare the business meeting agenda * Contact Nicole to receive a list of Montana FCCLA updates/Announcements to share * Work with other district officers to ensure meeting runs smoothly (financial report, meeting minutes) * Have copies of all ceremonies (opening, emblem, closing) available |
| Registration materials | 1 week before the meeting | State Officer or Host Chapter | * Prepare chapter invoices * Print nametags * Print programs * Create participant evaluations |
| Speakers | 1 week before the meeting | State Officer or contact person | * Contact speakers to confirm. Remind them of date, time, speaking location, and see if they have any equipment or other special needs. * Ensure you have a thank you note and small token of appreciate for each speaker |
| Confirm logistics | 1 week before the meting | State Officer or Host Chapter | * Submit food counts * Confirm set up and equipment |
| Day of the event | Day of | State Officer | * Have fun! * Have a plan B in place for unexpected emergencies * Ensure you are collecting all of the required information for the reports |
| After the Meeting | Within 2 weeks | State Officer | * Send a letter to all districts in the chapter congratulating with a list of the new officers. * Compile the evaluations |
| Post-Meeting Paperwork | Within 2 weeks | State Officers | * Submit the post-meeting paperwork to Nicole |