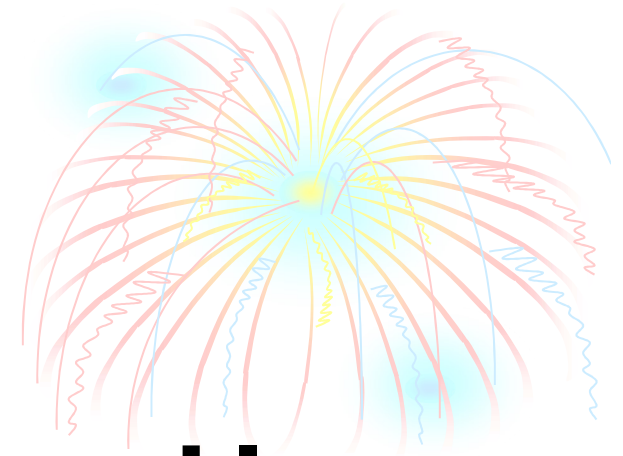




**Serve on a Committee or a  
SkillsUSA Program of Work  
Team**

**TN 7.4.A**  
**SkillsUSA S-3.1**

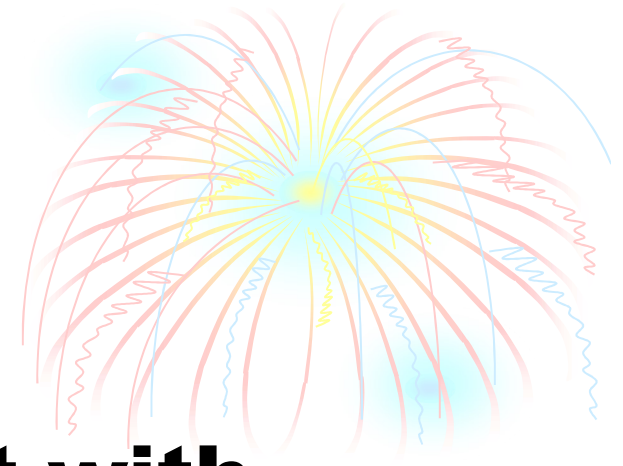


- **A committee solves its problem with teamwork.**
- **Each member of the group can contribute ideas, and *everyone* has a say in the final decision.**

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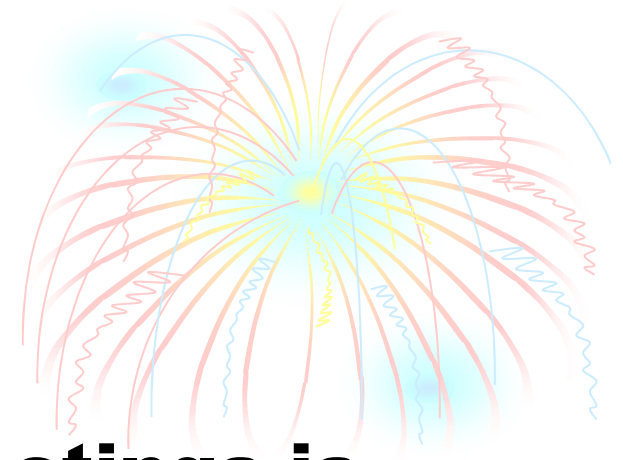
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- **As you prepare to meet with your own standing committee today, remember that an effective committee depends upon active members.**
- **This means you!**

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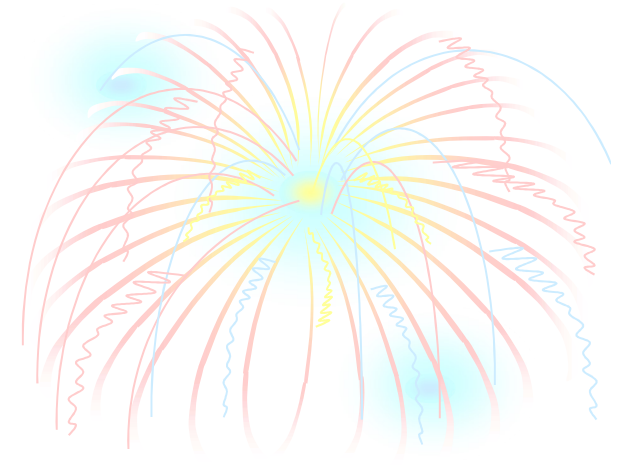
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- **The purpose of today's meetings is for each committee to decide on one activity to recommend to the whole chapter.**
- **Each of the standing committees has one or more missions to carry out.**
- **The activity your committee suggests must relate directly to its area of responsibility.**

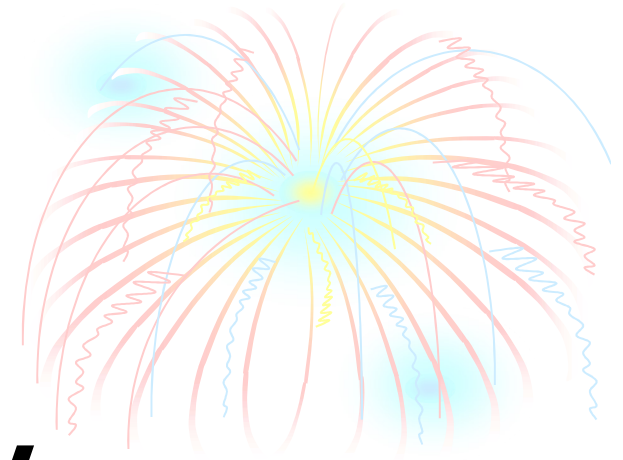
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- **At the beginning of the committee meeting, take a few minutes to talk about what you need to accomplish.**
- **Then begin brainstorming.**

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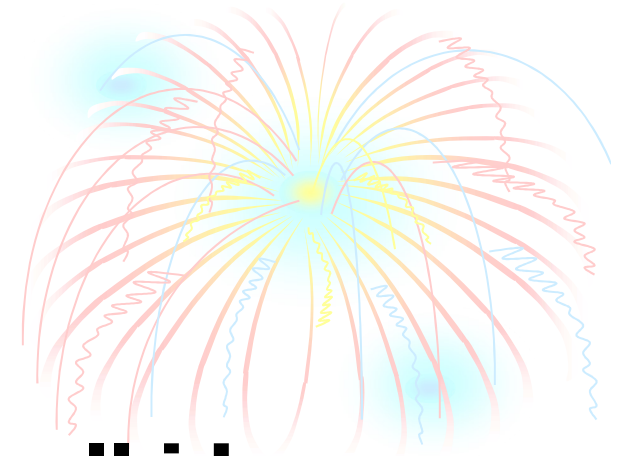
- **Remember, *every member* should contribute his or her ideas and suggestions for activities – without regard for the details.**
- **Don't worry about time or cost just yet, that planning comes later.**

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- **When all suggestions have been made, you can discuss each idea and its merits.**
- **Throw out those solutions that won't work for one reason or another, and narrow your final choices in more detail before deciding which activity to recommend.**

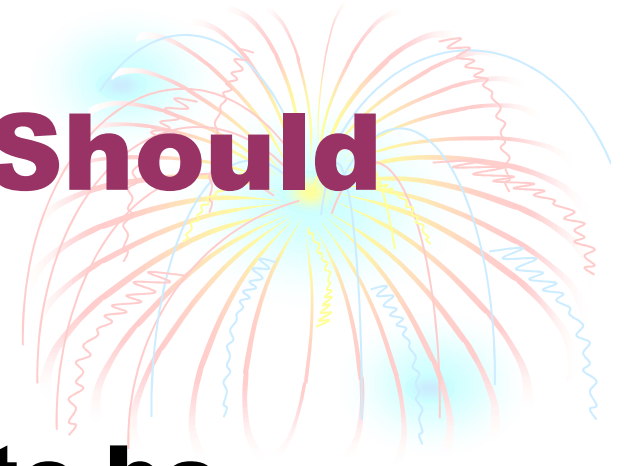
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- **A recorder will write down all ideas – suggestions that aren't used now can perhaps be put into action later.**
- **Once your committee reaches a decision, fill out the committee report form.**
- **A reporting committee member should make this report at the next regular business meeting.**



# **A Good Committee Should Do the Following:**



- **Speak out. Don't wait to be invited into the discussion.**
- **Do not interrupt other members while they are speaking.**
- **Keep an open mind and try to understand the other members' points of view.**
- **Stick to the subject – that's how things get done.**

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- **Express ideas and then allow them to become the property of the committee.**
- **A discussion is a *sharing* of ideas.**
- **Treat other people's opinions and ideas with respect.**

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# **Activities for the Standing Committees**

# Professional Development Committee



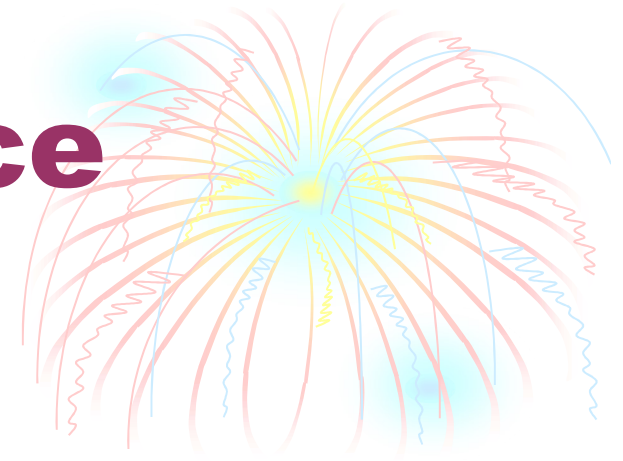
- **You could recommend a person from your occupational area to be invited to speak to your association at a special meeting.**

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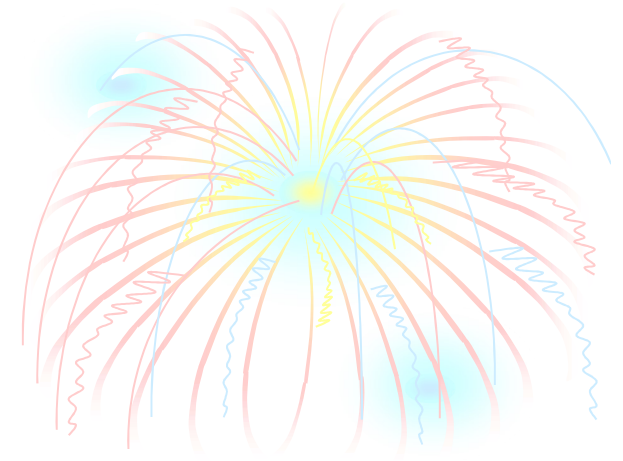
# Community Service Committee



- **You could recommend one project to the association in which you can use your occupational skills in service to the community.**
- **Consider Habitat for Humanity.**

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# Ways and Means Committee



- **You could recommend one project that your association can use to raise funds for the community service project or to promote your organization's activities.**

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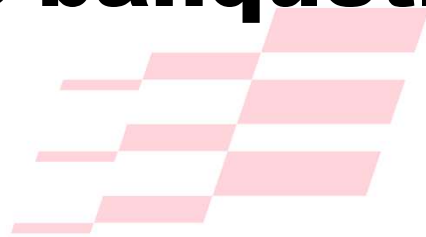
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# SkillsUSA Championships Committee



- **Recommend you program host an awards banquet.**




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# Employment Committee



- **Recommend a person from your community to be invited to speak to your chapter about job-related skills.**
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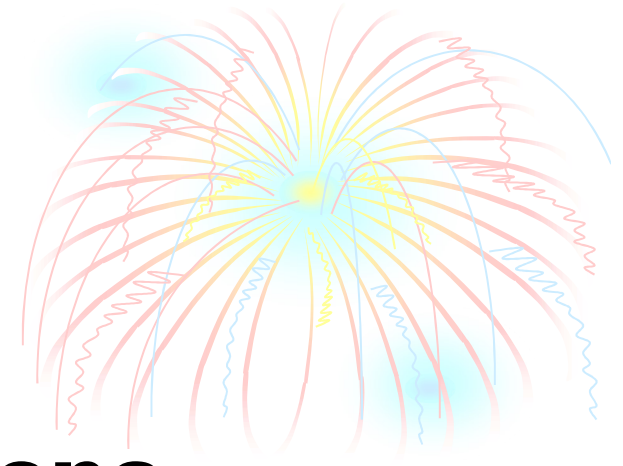
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# Public Relations Committee



- **You could recommend one activity or special program that is open to members of the community as well as association members, and that will explain and promote the organization.**

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# Social Committee



- **Recommend one activity that will involve all the members of your chapter.**
- **The activity should be “just for fun!”**

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