Leadership Committee

Committee Chair: Diana Hernandez, President

Members:
- Jamie Porchenick, Vice President
- Ayo Ajao, Vice President
- Hannah Guerrero, Vice President

Goal: Advance Leadership

Strategy 1: Provide statewide leadership
- Develop a work plan with the 2017 State Officers
- Assign committee chairs and members to projects
- Manage the progress of the work plan projects and committees
- Communicate work plan progress: state advisor, executive associate, committees

Status: Complete

Strategy 2: Business meetings
- Develop meeting agenda and send to Management Team for review
- Collect Minutes; Treasurer’s Report and send to Management Team for review
- Collect Leadership; Communication; and Service Committee Report and send to Management Team for review

Status: *Ongoing

Strategy 3: Host Leadership Meeting(s)
- Determine location, and time
- Create registration announcements and RSVP structure
  - Create Script
  - Share work plan
  - Explain Structure of Delaware SkillsUSA
  - Explain duties and expectations of State Officers
  - Overview Officer application process

Status: Ongoing

Strategy 4: Apply By-Laws to Election Process
- Inform Activities Coordinators/Schools
- Determine amount of voting delegates per school
  - Inform Activities Coordinators of change
  - Select delegates per school
  - Create ballots and voting procedure

Status: Complete

Strategy 5: Increase SkillsUSA Awareness
- Reach out to underclassmen
  - Host open houses about SkillsUSA
  - Orient Underclassmen to SkillsUSA
  - Mentor fellow students
  - Locate future officer candidates
  - Mentor them in SkillsUSA leadership

Status: Due January 10, 2017
Communications Committee

Committee Chair: Maria Flores, Treasurer

Members:

• Jamie Porchenick, Vice President
• Ayo Ajao, Vice President
• Hannah Guerrero, Vice President

Goal: Advance Communication

Strategy 1: Advance Development of Website and Social Media

• Update State Officer Profiles / Contact list Complete
• Create Monthly Newsfeed Communication Plan Ongoing
• Update Newsfeed and Website (Monthly) Ongoing
  o Add photo for each event
  o Create draft text of each Newsfeed post (due 1 week prior)
  o Revise per recommendation of management team member
  o Post on SkillsUSA Facebook page and Newsfeed
  o Review website and propose updates

Strategy 2: Perform Outreach and Recruitment

• Create Recruitment video for school announcements Due December 14, 2016
  o Create Script
  o Create photos/video content
  o Add to website Media Gallery, Newsfeed and Facebook
• Trick-or-Treating at Christiana Mall Cancelled
  o Contact Christiana Mall
  o Determine date and area for booth
  o Determine supplies needed for booth

Strategy 3: Create Special Projects

• Create Work Plan cover Complete
• Business Cards Complete
• Pins Complete
• Name Tags Complete
• Posters Due January 10, 2017
• Banners Due January 10, 2017
• Jackets Due October 14, 2016
• Polos Due October 14, 2016
Committee Chair: Jamie Ryan, Secretary

Members:
- Jamie Porchenick, Vice President
- Ayo Ajao, Vice President
- Hannah Guerrero, Vice President

Goal: Advance Service & Professional Development

Strategy 1: Join in on Other Service Projects
- Coastal Clean-up
  - St. George's cleanup site at the C&D Canal Saturday, Sept. 17, 2016
- Invention Convention at Hagley Museum
  - Confirm attendance with Hagley Museum on Jan 16, 2017

Strategy 2: Develop/Participate in State Officer Organized Service Projects
- Plan canned food drive (Fall Leadership Conference)
- Plan socks-in-a-box school/state wide projects
  - Determine if socks are needed
  - Determine who to collect and drop-off
- Plan for collections donations @ awards ceremony
  - Inform schools of food drive

Strategy 3: Create position descriptions/expectations for each state officer and chapter officer
- Determine task functions and responsibilities
- Determine performance standards
- Determine job-related skills
- Scope and limits of authority
- Management expectations
- Relationships

Strategy 4: Update the State Officer application forms
- Review prior application
- Review SkillsUSA bylaws
- Create outline for any needed updates