



Work Plan

Committee Chair: Juan Zamudio

Members:

- **Daniele Richards**
- **Emily Whaley**

Management Team Member(s): Bob Bogdziewicz, Dorothy Overmiller, Mike Fitzgerald, Jamie Williams, Macky Trabaldo, Sherri Smith, Molly DeZura

Goal: Advance Delaware SkillsUSA Communication

	<i>Status</i>
Strategy 1: Create communication plan	
• Identify topics for tri-weekly newsfeed updates	Due Nov Mtg
• Identify tri-weekly calendar due dates	Due Nov Mtg
• Draft tri-weekly newsfeed updates	Due Nov Mtg
○ Identify accompanying photo or graphic for each post (as needed)	
○ Drafts due at least 1 week prior to planned release	
○ Revise per recommendation of management team members	
○ Post on website	
○ Share with activities coordinators, advisors and members	
Strategy 2: Develop Delaware contests	
• Create t-shirt design contest	Complete
• Create updated pin design contest	Complete
○ Determine criteria	
○ Create documents	
○ Determine timeline	
○ Revise per recommendations of identified management Communication team members	
○ Post on website	
○ Share with activities coordinators, advisors and members	
Strategy 3: Special Projects	
• Identify, select, and order pens	Complete
• Identify, select and order pencils	Complete
• Identify, select, and produce business cards for State Officers	Complete
• Identify, select, and produce SkillsUSA car magnet	Due Jan Mtg
• Identify, select, and produce SkillsUSA stand up banner	Due Jan Mtg

Leadership Committee

Committee Chair: Eddie Guajardo

Members:

- Diana Hernandez
- Gyllian ONeil

Management Team Member(s): Bob Bogdziewicz, Dorothy Overmiller, Mike Fitzgerald, Jamie Williams, Molly DeZura

Goal: Advance Leadership

	<i>Status</i>
Strategy 1: Provide leadership	
• Develop a work plan with the 2015-16 State Officers	Complete
• Assign committee chairs and members to projects	Complete
• Manage the progress of the work plan projects and committees	On-going
• Communicate work plan progress: state advisor, executive associate, committees	On-going
Strategy 2: Business meetings	
• Develop meeting agenda and send to Management Team for review	On-going
• Collect Minutes; Treasurer's Report and send to Management Team for review	On-going
• Collect Leadership; Communication; and Service Committee Report and send to Management Team for review	On-going
Strategy 3: Host leadership lunch(s) to grow future leaders	
• Determine location, time, budget, menu in partnership with culinary arts programs.	In-progress
• Create registration announcement(s) and RSVP structure	In-progress
• Develop lunch agenda	In-progress
○ Share Work plan	
○ Explain the structure of Delaware SkillsUSA	
○ Explain the duties & expectations of State Officers	
○ Provide an overview of the State Officer application process	
Strategy 4: Create position descriptions /expectations for each state officer and chapter officer	Due Jan Mtg
• Determine task functions and responsibilities	
• Determine performance standards	
• Determine job-related skills	
• Scope and limits of authority	
• Management expectations	
• Relationships	
Strategy 5: Update the State Officer application forms	Complete
• Review prior application	
• Review SkillsUSA bylaws	
• Create outline for new application form	

Service Committee

Committee Chair: Natalia Mahecha

Members:

- Ciana Santiago
- William Voges

Management Team Member(s): Bob Bogdziewicz, Dorothy Overmiller, Mike Fitzgerald, Lori Hayes, Lisa Jackson, Sherri Smith

Goal 3: Advance Service & Professional Development

	<i>Status</i>
Strategy 1: Deliver professional development to members	Complete
<ul style="list-style-type: none">• Support Fall Leadership Conference professional development activities for members• Develop work plan professional development for attending chapters• Rehearse work plan professional development• Deliver work plan professional development at Fall Leadership Conference	
Strategy 2: Support the Leadership Committee in the development of the leadership lunch(s)	In-progress
<ul style="list-style-type: none">• Support the Leadership Committee to determine locations, time, budget, and menus• Support the Leadership Committee in collecting registration RSVPs• Support the Leadership Committee in development of the agenda	
Strategy 3: Develop/participate in State Officer organized service projects	Complete
<ul style="list-style-type: none">• Coastal clean-up• Fall Leadership Conference food drive• Fall/Winter Chapter Food Drive• Boneless for the Homeless fundraiser• Hagley Invention Convention• Volunteer at Boys and Girls Club• Special Olympics at POLYTECH	Complete Complete Complete Plan Due Jan Mtg Plan Due Jan Mtg Plan Due Plan Due