

Leadership Committee

Committee Chair: Diana Hernandez, President

Members:

- Jamie Porchenick, Vice President
 - Ayo Ajao, Vice President
 - Hannah Guerrero, Vice President
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Goal: Advance Leadership

	<i>Status</i>
Strategy 1: Provide statewide leadership	
<ul style="list-style-type: none">• 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	Complete Complete *Ongoing *Ongoing
Strategy 2: Business meetings	
<ul style="list-style-type: none">• 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	*Ongoing *Ongoing *Ongoing
Strategy 3: Host Leadership Meeting(s)	
<ul style="list-style-type: none">• Determine location, and time• Create registration announcements and RSVP structure<ul style="list-style-type: none">○ Create Script○ Share work plan○ Explain Structure of Delaware SkillsUSA○ Explain duties and expectations of State Officers○ Overview Officer application process	Ongoing Complete Dover HS—Complete 9/5/16 Howard HS—Compete 9/12/16
Strategy 4: Apply By-Laws to Election Process	
<ul style="list-style-type: none">• Inform Activities Coordinators/Schools• Determine amount of voting delegates per school<ul style="list-style-type: none">○ Inform Activities Coordinators of change○ Select delegates per school○ Create ballots and voting procedure	Complete Due February 8, 2017
Strategy 5: Increase SkillsUSA Awareness	
<ul style="list-style-type: none">• Reach out to underclassmen<ul style="list-style-type: none">○ Host open houses about SkillsUSA○ Orient Underclassmen to SkillsUSA○ Mentor fellow students○ Locate future officer candidates○ Mentor them in SkillsUSA leadership	Due January 10, 2017 Dover HS—Complete 9/5/16 Howard HS—Compete 9/12/16

Communications Committee

Committee Chair: Maria Flores, Treasurer

Members:

- Jamie Porchenick, Vice President
 - Ayo Ajao, Vice President
 - Hannah Guerrero, Vice President
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Goal: Advance Communication

Status

Strategy 1: Advance Development of Website and Social Media

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

Strategy 2: Perform Outreach and Recruitment

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

Strategy 3: Create Special Projects

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| • 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 |

Service Committee

Committee Chair: Jamie Ryan, Secretary

Members:

- Jamie Porchenick, Vice President
 - Ayo Ajao, Vice President
 - Hannah Guerrero, Vice President
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Goal: Advance Service & Professional Development

	<i>Status</i>
Strategy 1: Join in on Other Service Projects	
<ul style="list-style-type: none">• Coastal Clean-up<ul style="list-style-type: none">○ St. George's cleanup site at the C&D Canal Saturday, Sept. 17, 2016• Invention Convention at Hagley Museum<ul style="list-style-type: none">○ Confirm attendance with Hagley Museum on Jan 16, 2017	Complete Due December 14, 2016
Strategy 2: Develop/Participate in State Officer Organized Service Projects	
<ul style="list-style-type: none">• Plan canned food drive (Fall Leadership Conference)• Plan socks-in-a-box school/state wide projects<ul style="list-style-type: none">○ Determine if socks are needed○ Determine who to collect and drop-off• Plan for collections donations @ awards ceremony<ul style="list-style-type: none">○ Inform schools of food drive	Due October 14, 2016 Due November 9, 2016 Due December 14, 2016
Strategy 3: Create position descriptions /expectations for each state officer and chapter officer	*Due January 10, 2017
<ul style="list-style-type: none">• 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	*Due January 10, 2017
<ul style="list-style-type: none">• Review prior application• Review SkillsUSA bylaws• Create outline for any needed updates	