



2018 National Order of the Arrow Conference

Cell Name: Successful Chapter Meetings – Behind the Scenes

Session Length: 45 Minutes

Through this session, you will:

- Explain** What goes on in background to make a Chapter Meeting Effective and Successful
- Demonstrate** methods of recognition for involved youth and adults
- Guide** Learners to identify where they can change their current ways of running a chapter
- Enable** Learners to improve the effectiveness of their chapter meetings

Learning Outcomes: [create a brief list of what participants should take away with them]

- Be able to identify critical program elements to having an effective chapter meeting

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- Presentation will point out that there is background work and decisions that need to be made and continue year over year to make a chapter meeting effective

This session will help the Chapter and Lodge with the Journey to Excellence Requirement(s):
Membership Requirements #1 – Growth, #2 - Retention

Required Materials: [tailor specifically for this session after the syllabus is done, e.g. handouts, flipcharts, projector, screen]

- Projector
- Flip Chart
- Markers for Flip Chart

TRAINER PREPARATION



NOAC 2018 TRAINING COMMITTEE
ORDER OF THE ARROW



1. Review presentation before NOAC
2. Review sample year of chapter meeting topics and be familiar with what each entailed.
3. Identify recognition program ideas you have worked with or are familiar with. Bring examples of the recognition items.

Session Narrative

Trainer Instructions: If at any time the trainer should perform an action (play a video clip, ask prompting questions, etc) type the directions into boxes like this. Simply copy this box and paste wherever needed throughout the lesson plan, replacing this text with your own material.

Introduction

3 minutes

Introduce Self – Identify Cell Overarching Theme and identify 3 Sessions supporting this theme.

Opening Question – How many Scout related meetings do you have a month? Do you have room for one or two more? If there is only one meeting a month for OA in your chapter, that being the chapter meeting, then there are not enough meetings going on to be fully successful.

First topic – How many meetings?

10 minutes

What other meetings do you believe are needed to support an effective chapter program?

Ask group then suggest on slide the following:

1. Chapter Leader Meeting-monthly optimal
 - a. Setting – milkshakes meeting, around tables, sharing food, no uniform
 - b. Prepare for upcoming meeting
 - c. Each Committee/ Officer reports out to prepare Chief for LEC
 - d. Review the meeting plan and determine if any help or resources needed
 - e. Review any requests to chapter
 - f. Expected results = smooth running, effective, and exciting chapter meetings, run by the youth.
2. Ceremonies Team Practice – weekly, seasonal optimal
 - a. Practice staging of ceremonies
 - b. Memorize ceremonies
 - c. Determine who is doing which ceremony during AoL season
 - d. Verify/ Certify ceremonialists for each role that they will perform
 - e. Expected results – confident, well performing ceremony teams. Their success should attract others to join and grow your ceremonies team.



- 3. Committee/ Event Planning
- 4. Others?

Discuss each (1 or 2 slides max) – emphasize purpose and expected results

Second topic – Adult Advisers 7 minutes

Role of Adviser is to advise, not do.
 Coach, Mentor, Provide Continuity year to year.
 Make youth successful, work to not cause them to fail.
 If starting out, first get an associate adviser and split duties of chapter.
 Both go on lookout for other adults to invite to help with their youth.
 Train them at LLD, one on one, or by working beside as they learn.
 Realize that one day you will want to be replaced – Who is your Successor? Get them involved with Inductions, Ceremonies, and Program as possible so they are aware of what is needed for those to be successful.

Third topic – Annual Planning 10 minutes

Like PLC for your Troop, your Chapter needs an annual plan that you can publicize.
 Suggest completed at LLD if chapter time built into the schedule, otherwise shortly after elections.
 How many meetings do you need to plan for? Max of 9 or 10?
 Provide sample annual plan for a chapter – monthly meeting topics/ themes for a year.
 Show sample calendar to demonstrate a version that can be shared online and in person.

Fourth topic – Recognition 10 minutes

Recognize the brothers that do more than just sit.
 Ask – what do chapters do now? Encourage group participation and write down answers on flip chart.
 Have examples you are familiar with ready to demonstrate.

Wrap Up Thought - 2 Minutes

There is a lot behind the scenes that when done will help you on the way to chapter success.
 Building a successful chapter program is like building a new Troop, it takes patience and time.
 Expect that it will take years to see large strides in your program. Make the right decisions now to set your chapter on a path to success tomorrow.

Takeaway Challenge 3 minutes

Please take out your notebook and pen. For the final three minutes, think about what goes on behind the scenes for your chapter. Do you need to start a meeting expectation for leaders or ceremonies? Who could help? Who do you need to talk to about this? Write their names down and plan now to contact them this summer before the Fall season starts up.
 During your break time later today, share these with others in your chapter or lodge.



- 2012 Guide for Officers and Advisers, available online at <https://oa-bsa.org/uploads/publications/GOA-2012.pdf>
- Chapter Operations Guide <https://oa-bsa.org/uploads/publications/cog-2012.pdf>