



2018 National Order of the Arrow Conference

**Cell Name: Successful Chapter Meetings –
How to make Success a Reality**

Session Length: 45 Minutes

Through this session, you will:

Explain Steps to build a successful chapter meeting

Demonstrate

Guide Learners to brainstorm new program ideas and meeting topics

Enable Learners to improve their chapter meetings

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

- Be able to develop a short list of new meeting program ideas
- Be able to plan a better run meeting
- Be ready to recruit new members to attend chapter meetings

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 patience is needed to grow a successful chapter program and that results will take more than one year to see. Decisions now will impact future growth, we have to be patient to see them.
- Success is a habit, it will take continued application of our decisions now to become a reality.

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



NOAC 2018 TRAINING COMMITTEE
ORDER OF THE ARROW



TRAINER PREPARATION

1. Review PowerPoint Presentation before NOAC.
2. Add personal examples of meeting topics that worked well

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.

Trainer Note: Throughout this presentation we want to encourage learners to believe that it is possible to improve their chapter meetings. To do this we need to remove any “fear” they may have about what they perceive as the difficulty of running a chapter meeting. As appropriate throughout the presentation point out the similarities of running a chapter meeting to running a Troop or other Scout Unit. The Patrol Leader Council translates to regular Chapter Leader Meetings, Annual planning is needed in both groups, meeting agendas are very similar. Hopefully most come from a somewhat successful Troop environment and will have some familiarity with these concepts.

You will also want to help establish a picture in all learner’s minds of the relationship of the Adviser to the Youth Leaders. The best analogy I have is of a Coach and Players on a sports team. All want to succeed/ win, but their roles are different. The Coach needs to stay on the sidelines, off the field, and coach the players who stay on the field and play. The Coach does their best to prepare the players for success, the players do their best to win the game. Getting this picture of the relationship clear with your learners should help each more quickly accept their roles in leading their chapter to success.

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

First topic – Know Success **7 minutes**
 Question – What do you want for your Chapter this Year?
 Who else is concerned about what happens with your chapter? What do they Want?
 Lets list on the board.

Does what you want agree with what your membership wants?
 An “all business” meeting will run off youth membership.



An all games meeting will eventually wear thin and not enthuse the youth members. Once we know our audience and more importantly, what they want, we can plan meetings that give them a reason to come back for more.

We need to understand what our Arrowmen are looking for in the OA program. If we don't deliver that, they will leave. (refer to 2 slide picture set on slides 4-5 as you present this reminder).

Most of our work and interaction with our brothers is through the chapter meeting. Running an effective chapter meeting can create the enthusiasm in our brothers that keeps them engaged, encourages them to attend Lodge events, and entices them to becoming involved as leaders.

Regardless of your wants/goals, a well-run chapter meeting will keep your youth coming back long enough for your other goals to work their way to success.

So, lets talk about the chapter meeting, who attends, and what they want.

Second topic – Know your Plan/ Work your Plan

15 minutes

Develop program ideas at LLD or in separate leader meetings

Meet with leadership team outside of chapter meeting to review meeting plan, Think PLC.

Milkshakes work well as incentive

Review Program Plan Guidance:

Have a program that is constantly changing

Try to avoid repeating the same program within a year

Do something different than what can be done in a troop setting

Tailor program to your audience

Do something that could be brought back to the troop – different ways to present skills.

Example: OAzing race as method to teach GPS

Make your best meeting immediately after Ordeal if possible, get them while they are hot for OA.

Plan the Program in Advance – publish calendar with meeting topics to all Troops

Refer to Troop leader annual letter – it is covered more in other class – “Selling the Sizzle”/ Chapter Communication.

Show sample calendar and point out chapter meeting topics – They should generate interest so be creative in naming your meetings.

Quickly review a sample chapter meeting agenda.

Point out similarities to a Troop meeting agenda.

Third Topic – Know the Possibilities

15 Minutes

Breakout Groups – 2 to 3 groups

What are some program ideas that have worked for you?

What are some program ideas you'd like to see at your chapter meeting?

What has NOT worked for you in the past? Could it be adapted to work better?



Report back – list program ideas that have worked or are wanted. (use flipchart)
Have slide prepared with some suggestions.

Review Meeting Topics from each group that worked well. Explore how to make them happen in other chapters.

Remind all that leader meetings help chapter leaders be prepared to deliver the program plans.

Takeaway Challenge

5 minutes

Please take out your notebook and pen. For the final three minutes, think about your chapter program. What do you want to achieve the rest of this year and next? Identify two possible program topics that you can take back to your chapter to put into place later this year that will excite your members.

During your break time later today, share these with others in your chapter or lodge.

Appendix: Resources and Source Material

- 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>
- Chapter Meeting Ideas <https://oa-bsa.org/resources/ucl-support/lodge-ideas/chapter-meeting-ideas>