

Program of Work SAMPLE



TSA CHAPTER PROGRAM OF WORK: 2021-2022

Task	Officer Individual(s) Responsible	Resources Needed	Start Date	Due Date	Notes and Details	
Increase Membership						
1	Produce electronic informational flyers for distribution	President & Treasurer	N/A	8/15	8/29	Include chapter meeting information
2	Create an announcement that can be used for in-school or virtual distribution	Reporter & Vice President	Chapter meeting information	8/22	8/29	Include meeting logistics information
3	Plan a fun activity for the first meeting	Secretary & Sgt-at-Arms	Purchase and deliver (as necessary) supplies for activity	8/15	9/3	Must be suitable a for group of 15-30
4	Produce physical posters/digital posters for display during in-school/virtual meetings	All officers	Graphic design software	8/15	8/22	Use flyer information
Raise Money for the American Cancer Society						
1	Brainstorm things to create to sell	All officers & advisor	N/A	8/15	10/1	Must be something members make or order
2	Make or order items to sell	All officers & chapter members	Address this during brainstorming	10/8	10/22	Must get prior approval from principal
3	Plan an electronic lunch period or game to sell items	All officers	Meeting with administration	10/22	10/29	Assign members to present the items
4	Count profits and submit to advisor	Treasurer	Use Venmo or some other money exchange app	Date of sale (TBD)	Prior to state conference deadline	Advisor will submit to bookkeeper
Increase Officer-to-Member Communication						
1	Set up a presentation with our weekly agenda	Reporter & Secretary	Access to the school TSA website or other approved virtual platform	8/15	Update weekly	Include deadlines for submissions
2	Plan a leadership session	President & Vice President	Printed copies & presentation	10/1	11/19	Designed for members to understand 21 st century skills
3	Create a GroupMe for chapter members	Treasurer & Sgt-at-Arms	Members' phone numbers / email addresses	1st chapter meeting	2nd chapter meeting	For members to ask questions as they have them

This sample Program of Work document illustrates activities – with deadlines – for annual chapter or state level planning. Below are some tips for creating a Program of Work:

1. When creating a Program of Work document, list deadlines for all tasks. This will hold officers and members accountable for their tasks, and ensure the tasks will be completed.
2. Have either your chapter advisor or state advisor work with you to create this document. You will need their support/approval when making decisions and setting goals.
3. A good program of work should be well-rounded, and include tasks such as fundraising, leadership activities, community service, membership recruitment, and chapter membership participation.
4. Distributing tasks equally among the officers and chapter members allows everyone to be involved and ensures that one officer is not doing all of the work for the team.
5. For any activity, be sure to first talk with the advisor and the school administration. Once the school gives permission for the activity, then the team can begin working out details.
6. Creating a program of work should be a group effort, with the entire team coming together to create a shared vision for the year.