Your Chapter Program of Work is your master plan designed to lead your local chapter and is key for effective chapter management. Your program of work is a comprehensive plan of action, which includes your collection of goals and overarching ambitions. Like a road map, the program of work informs members of where they are going, how they will get there, and when they have arrived. It is a timely, specific itemization of the chapter’s priorities or objectives to meet current local challenges.

**Chapter Name: Date Created:**

**Chapter Website:**

**Chapter Advisor:**

**Chapter Officers:**

* President:
* Vice President:
* Secretary:
* Treasurer:
* Reporter:
* Historian:
* Parliamentarian:

**Chapter Social Media Information:**

* Twitter:
* Instagram:
* Facebook:
* SnapChat:
* LinkedIn:

List the activities or goals that you plan to accomplish in each of the following areas, which will help ensure effective chapter management.

**Leadership Development:**

**Community Service:**

**Advocacy:**

**Social / Networking:**

**Fundraising:**

Now that you have identified the action items you would like to pursue during the school year, place deadlines and/or outline a timeframe on the calendar for when you hope to accomplish these activities.

|  |  |  |
| --- | --- | --- |
| **September** | **October** | **November** |
| **December** | **January** | **February** |
| **March** | **April** | **May** |

As chapter officers and advisor(s), we present this Program of Work as our plan for the current school year. We will communicate this plan with fellow members of our local chapter and report our accomplishments at the end of the year to chapter members and our local school board.

Signature of Chapter Advisor

Signature of Chapter President

Signature of Chapter Vice President

Signature of Chapter Secretary

Signature of Chapter Treasurer

Signature of Chapter Reporter

Signature of Chapter Historian

Signature of Chapter Parliamentarian

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