



Duties of the Chapter Reporter

As your chapter's reporter, you will be responsible for the public visibility of the chapter. Your role will require you to document and publish chapter activities and events so that the school and community gain an awareness and understanding of the impact of SkillsUSA. Today's training has been designed to help you better understand your primary function in this office, and the varied roles this position will require of you. This handout is intended to construct a basic framework for this office, and to help you be successful. Your Chapter Advisor will also be a wealth of knowledge and advice for you to draw from as needed during your tenure in this office.

The following is a list of duties and responsibilities that are associated with, or assigned to a SkillsUSA Chapter Reporter:

- Serve as the chapter photographer
- Provide stories and articles to the local media for chapter activities and events.
- Submit stories and articles to district, regional, and state SkillsUSA Reporters for broader chapter coverage.
- Develop and publish a Chapter Newsletter
- Assist the Chapter Historian with creating the Chapter Scrapbook

- Serve as the marketing officer for the chapter.
- Develop and maintain a chapter website or facebook page.
- Serve as the Public Affairs Officer for the chapter.

As the Chapter Reporter you are primarily responsible for telling everyone the story of what the local SKillsUSA Chapter is accomplishing. A key component of a successful chapter is the public acknowledgement of chapter activities and member accomplishments. In doing this you create an awareness within your school and community of the members involved and good work that your chapter is doing. The following is a list of guidelines that will help you be successful as an officer on your team, and better understand your role in the chapter.

1. Memorize your part for opening and closing a meeting.

There is nothing that conveys your confidence to the membership more than knowing your ritual part of opening and closing a meeting. Your officer team expects this of you as well. Part of this training packet contains a copy of how to open and close a meeting for your future use. Every locally held meeting should be conducted using the proper procedure of opening and closing a meeting. This effort will train the membership on proper meeting protocol, and instill in them the professionalism and pride of belonging to an organization with a purpose and vision. There is never any substitute for "leading by example". I cannot overstate the importance of this aspect to your position.

2. Assist the Vice President in developing the Program of Work

Because your position will require to capture all chapter activity and events, it is important that you are part of helping develop the Program of Work. This enables you to see the yearly calendar of events so you can strategically plan how you are going to accomplish getting your chapter story out to the school and community. Always remember that you can

enlist the help of the Chapter Historian to get the proper coverage of all activities since that position is responsible for the Chapter Scrapbook.

3. Keep a record of your media/community articles and submissions

It is important that you maintain a file of all of your work throughout the course of the year. Some of that work might end up in the Chapter Scrapbook, and some may not. Your file, along with the Chapter Scrapbook, is important to local chapter archive that is passed on from year to year.

