

Tips for Creating a Strong Program of Work

Set Clear Goals

Decide what you want to accomplish with each activity. Clear goals help your chapter stay focused and measure success.

Get Members Involved

Ask members for ideas when planning activities. When members help shape the plan, they are more likely to stay engaged and participate.

Offer a Variety of Activities

Plan different types of activities to match a range of interests and skill levels. This helps make sure everyone feels included and can find something they enjoy.

Share the Work

Assign specific tasks and roles for each activity. Spreading out responsibilities builds teamwork and gives members chances to lead.

Plan Your Resources

Think ahead about what you will need to make each activity happen, such as money, materials, or support from members and advisers.

Build a Timeline

Create a schedule that shows when planning, activities, and follow-up will happen. A clear timeline helps avoid last-minute stress and keeps things running smoothly.

Check Your Progress

Review your progress throughout the year to see what is working and what may need adjustment.

Reflect and Improve

After each activity, ask for feedback and reflect on what went well and what could be improved. Use what you learn to make future activities even better.

DOs	DON'Ts
<p>Make It Chapter-Led POWs work best when chapter officers and members help create them.</p>	<p>Make It Adviser-Run An adviser should guide and support, not do all the planning. Members should take the lead.</p>
<p>Use a Format That Works Choose a format that makes sense for your chapter, such as a calendar, chart, or checklist.</p>	<p>Force a Format If a format doesn't work for your chapter, change it. One format won't work for every chapter.</p>
<p>Include the Details Be clear about who is involved, what you're doing, when and where it will happen, and why it matters.</p>	<p>Keep It Too Vague Writing "community service" or "membership drive" without details makes it hard to understand the plan.</p>
<p>Plan a Well-Rounded POW Include activities from all five Program of Work content categories to give members many ways to grow.</p>	<p>Limit Your Chapter A narrow plan can limit opportunities and make the year feel repetitive or unfocused.</p>