

# Program of Work

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HOSA chapters are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and will vary from chapter to chapter.

A Program of Work (POW) is a plan of activities for the year. A POW can look different from chapter to chapter; however, each chapter should have the following components as a part of a balanced POW:

- Professional Development
- Social Activities
- Financial Leadership Activities
- Employment
- Community Service/Service Learning
- Public Relations

## **Student Involvement Technique:**

- Split the classroom into six groups. Assign each group one of the components listed above. Give the students 10-15 minutes to brainstorm as many activities as possible to fit in their component/category. A recorder in each group should record the ideas on easels/big Post-its®. (To make it a competition, provide a prize to the team that lists the highest number of ideas.) Have each team present their ideas to the class, then post their paper on the classroom wall. Have class members vote on their top 3 ideas in each category, either by dots or numbers or stars on the paper. Lead a discussion on the top ideas in each area. Are they feasible ideas?
- Have students develop a yearly POW from the activities listed on the walls. Students may add their own ideas.
- Add your own ideas:

## **TIPS:**

- Use your completed POW for the chapter to develop your committees. Committee work and POW work can be accomplished during class time and/or as homework.
- The POW is not a static document. The POW can be ever changing, throughout the year. The POW can be the basis for your classroom. The POW can transform from a simple document to a more complicated document... meaning the POW can include timelines, tasks, assignments, etc.
- **Financial Responsibility Note:** *Chapters must follow district policies for collection and disbursement of all funds. Accurate financial records are a must. Check with your school district for these policies.*