

FAME Chapter 12-Month Activity Calendar

JANUARY

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Start Spring recruiting activities
- Visit high school campuses
- Discuss annual schedule at chapter meeting
- Send e-mail promotion to state-wide schools
- Announce chapter elections*
- Determine State AMT Summit date/announce

FEBRUARY

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Visit high school campuses
- Schedule and publish annual schedule (Orientation, MCE, conference dates, etc.)
- Conduct Open House No. 3
- Conduct chapter elections* Seat new officers
- Select attendees/prepare for State AMT Summit

MARCH

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Visit high school campuses
- Interview candidates/make offers
- Conduct Nominated Speaker activity
- Start Distinguished Graduate selection
- Announce/plan AMT Graduation ceremony
- Select employer/student/college attendees for AMCP Conf.
- Conduct Open House No. 4
- Attend State AMT Summit

APRIL

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Interview candidates, make offers, fill class
- Distribute Summer employer campus visit sked
- Submit Nominated Speaker video
- Vote for Nominated Speaker
- Submit Chapter Distinguished Graduate
- Order Distinguished Graduate Award
- Plan AMT Graduation ceremony
- Register for AMCP conference
- Practice presentation for conference

MAY

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Conduct MCE-3 training.
- FAME/college attend NA AMCP Conference.
- Publish Summer employer campus visit sked
- Conduct AMT Graduation/Bestow D. Grad
- Practice presentation for conference
- Attend AMCP Conference
- Initiate AMCP Conf. Presentation to chapter
- Register all new leaders/faculty for Academy

JUNE

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Conduct AMT Orientation (incl. MCE-1, PB)
- Start new AMT's with sponsor companies.
- Conduct AMCP Conf. Presentation to chapter
- Announce NCPN Conference.

OCTOBER

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Visit high school campuses
- FAME/College attend NCPN conference.
- Interview candidates, make offers
- Conduct Manufacturing Month activities
- Conduct Open House No. 2

NOVEMBER

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Visit high school campuses
- Interview candidates, make offers
- Distribute Summer employer campus visit sked

DECEMBER

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Conduct MCE-2 training.
- Conduct MCE-5 training.
- Visit high school campuses
- Interview candidates, make offers, fill 2/3 class
- Publish Spring employer campus visit sked

JULY

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Conduct MCE-4 training
- Distribute Summer employer campus visit sked
- Attend AMT Academy
- Select employer/college NCPN attendees
- Register for NCPN Conference

AUGUST

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- New AMT class starts (be on campus 1st day)
- Publish Fall employer campus visit sked
- Announce Manufacturing Month activity
- Register for NCPN Conference

SEPTEMBER

- Conduct Face-to-Face chapter meeting
- Conduct call-in chapter meeting
- Start Fall recruiting season
- Visit high school campuses
- Send e-mail promotion to state-wide schools
- Prepare Manufacturing Month activities
- Conduct Open House No. 1

Chapter Meeting Guide

CHAPTER STRUCTURE

- The FAME chapter is an employer organization.
- The Advanced Manufacturing Career Pathways, and AMT/AMB/AME are the key chapter programs.
- Chapter membership:
 - CORE: Employers sponsoring AMT students
 - SUPPORTING: Organizations critical to the success of the AMT Program (e.g., the College Partner)
 - ASSOCIATE: Others with an interest in chapter success.
- Where a state-level organization exists, chapters are subordinate to the state. The chapter president and vice-president are board members at the state-level.
- There are 4 key officers: president, vice-president, secretary, treasurer. President and VP must be employer representatives, others should be employers if possible.
- The College Partner should have a dean-level or above representative at all general chapter meetings.
- The chapter should have a Memorandum of Agreement (MOA) signed with the College Partner (template available).
- The chapter should have a set of by-laws to guide all chapter operations (template available).

RECOMMENDED MEETING AGENDA

- I. Greetings (new members, guests, etc.)
- II. Reports (officers, committees)
- III. Program Statue
- IV. **Review of Student Performance** (core topic)
- V. **Chapter Problem Review** (core topic)
- VI. Upcoming Activities
- VII. Open Discussion
- VIII. Close

NOTE: Additional topics should be included, either integrated into those existing or as unique items based on the 12-Month Activity calendar.

MEETING FREQUENCY

GENERAL MEETINGS

- Minimum meeting frequency is one general in-person meeting per month. Local chapters cannot be successful with a less frequent meeting.
- Recommended:
 - 1 general in-person meeting/month.
 - 1 call-in general meeting per month.

EMPLOYER MEETINGS

Employer meetings are those with only employer members of the chapter present. This allows employers to have discussions about any matter of importance to the chapter in which the dialogue is best served at the employer level.

- Employer meetings should be 1 meeting in 4.
- Employer meetings can be called more frequently on an as-needed basis.
- TIP: Reserve 1 hour before a general meeting for an employer meeting.

EXECUTIVE COMMITTEE MEETINGS

The Executive Committee is the leadership group of the chapter. It is the president, vice-president, secretary, and treasurer. Others can be added at local chapter discretion.

- The EC should meet at a minimum of every quarter.
- It is highly recommended that the Executive Committee meet monthly.
- TIP: Schedule EC meetings before each General in-person meeting.

RECOMMENDED SUB-COMMITTEES

- Recruiting/Selection
- Activities (national conf., Mfg. Day, recruiting, etc.)
- Employer Recruiting
- Executive (required)
- Others at local chapter discretion.

