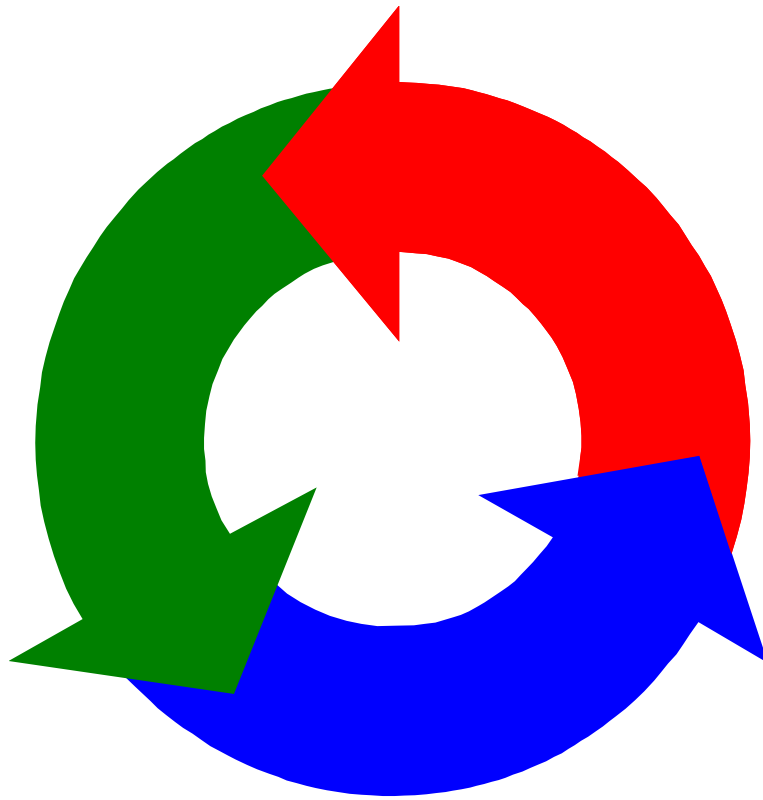


# The A I M Program



# Training Outline - The A I M Program

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## Instructor's Notes

The purpose of the A I M Program is to get a newly extended Jaycee chapter up and running with all new members involved in planning the chapter's activities. This module addresses the steps to be taken AFTER you have collected checks and information from 30 members. In other words, this program should not be run until after the chapter has applied for affiliation with the state and national organization.

The A I M Program differs from the traditional steps of the first organizational meeting where officers are elected and an official meeting is conducted. Instead, A I M uses the first meeting to be informational and planning oriented. It allows the new members to get a brief glimpse of the many opportunities in Jaycees and to become immediately involved in the actions the new chapter will take.

The A I M Program should be used to plan the first 90 days of the new chapter. It should establish the projects and programs that the chapter will conduct in those first 90 days. Ideally, it should set the tone and process that the chapter will use into the future.

One of the most important aspects of the program is that it should involve every member. This includes the planning process as well as the actual projects and programs the chapter will run. At the end of the organizational meeting every member should be involved in at least one Program Team, one committee and one project. During the first 90 days A I M promotes Action, Involvement and, by assessment, Monitoring of the success.

It is highly recommended that the individual(s) who are assisting the new chapter during their first year attend the "30 Checks, What's Next" module. This program explains the techniques involved when using the A I M program to get a new chapter up and running successfully.

After a brief overview of Jaycee Programming Areas you will have all members become a part of a Team. Each Team will plan their portion of the chapter's projects for the first 90 days. The members of each team select their Chairperson and Secretary and these leaders will serve as Interim Officers.

The one office which is not addressed in the A I M Program is the Local President. It is suggested that you have at least one potential candidate identified before the first meeting. If you have one or several candidates you should conduct an election of the President with the understanding that all positions are for 90 days only. At that time the members will have enough experience and knowledge to elect officers to fulfill the balance of the year.

Another alternative is to select have two co-chairpersons on one of the Program Teams, one of whom will serve as the interim President. This minimizes the potential for self-promotion or election of someone simply because of their popularity within a membership clique.

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## **Prerequisites:**

1. A completed new chapter affiliation of at least 30 members.
2. A tally sheet of the Member Interest Surveys.
3. Completion of the “30 Checks, What’s Next” module by the members who will assist the new chapter.

## **Resources Required:**

1. 30 copies of the A I M Program participant handouts
2. 30 Copies of the new chapter’s Membership Roster.
3. 5 A I M Team Roster Sign In sheets, 20 Committee Sign In sheets and 20 Project Sign Up sheets.
4. 1997 - 98 Edition of *The Book, Chapter President’s and Officer’s Guide* available from the U.S. Junior Chamber of Commerce Membership Services Department
5. *New Chapter Development Program Manual - The First 90 Days* available from the U.S. Junior Chamber of Commerce Membership Services Department
6. Overhead Projector
7. Masking Tape
8. Flip Chart Pad or Erasable Marker Board
9. Chart Markers
10. Region/Area and State Officers capable of briefly explaining the Jaycees and the Program areas.

# Training Outline - The A I M Program

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- I. **Objective** **Lecture-Overhead #1**
- II. **Ground Rules** **Lecture-Overhead #2**
- III. **Goals** **Lecture-Overhead #3**
  - A. *Orient the new members to the Jaycee Programming areas.*
  - B. *Create a 90 day Plan of Action.*
  - C. *Establish five Program Teams.*
  - D. *Place every member on at least one Program Team.*
  - E. *Establish an Interim Board of Directors.*
  - F. *Monitor success and modify Plan of Action.*
- IV. **Jaycee Orientation (15 minutes)** **Lecture-Overhead #4**
  - A. *Management*
  - B. *Individual*
  - C. *Community*
  - D. *People*
  - E. *Business*
- V. **Team Selection (5 minutes)** **Lecture-Overhead #5**
  - A. *Every member must sign up for at least one team.*
  - B. *Each team chooses a chairperson and secretary.*
    - 1. Each Team Chairperson will serve as the Vice President of the Program area for the first 90 days.
    - 2. Each Team Secretary will serve as the Director of the Program area for the first 90 days.

# Training Outline - The A I M Program

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## VI. Team Brainstorming (30 minutes)

### A. *90 day team planning.* **Team Brainstorming-Overhead #6**

1. Each project should include goals and a planned date.
2. Each project must have a team member responsible for getting the project planned and run.
3. Each project shall have a committee meeting date scheduled.

### B. *Suggested programs and projects for each team.* **Overhead #7**

### C. *Setting specific and measurable goals.* **Overhead #8**

## VII. Debrief (10 minutes)

## Group Presentations

### A. *Each team briefly presents their planned projects.*

### B. *Projects are placed on an overall calendar.*

### C. *Everyone has something to do before next meeting.*

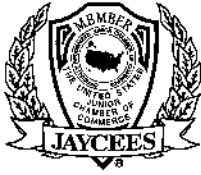
## VIII. Wrap Up

## Lecture-Overhead #9

### A. *Explanation of Monitoring the chapter plans.*

### B. *Distribute membership roster with telephone numbers and addresses.*

### C. *Adjourn meeting with the Jaycee Creed.*



**The United States Junior Chamber of Commerce**

**A I M TEAM ROSTER**

**CHAPTER:** \_\_\_\_\_

NAME	PHONE	ADDRESS	CITY	ZIP

**Please pass this form on or return it to the Team Secretary!**



