



**FAME/AMT Program
Chapter Leadership
“Fast Track”
Guide**

What's the BIG Picture?

- Skilled/technical talent procurement may be your toughest problem over the next 10 years, and perhaps beyond. The issue is expected to get more difficult and not easier in the next several years.
- Lack of skilled technicians/less capable skilled technicians will impact your business in major ways, preventing expansion, increasing downtime incidents, lengthening time to return to operation, and indirectly through increased training and workforce management costs.
- Concern for obtaining qualified technical talent has been the No. 1 issue for several years for companies wishing to locate new business operations.
- FAME/AMT is a long term solution that simultaneously addresses 3 problems:
 - › The number of technicians available to fill job openings
 - › The quality and work-readiness of technicians to impact business results.
 - › The aging skilled workforce.
- FAME/AMT is considered by many national educators and workforce leaders to be the best program of its kind in the U.S. Employers participating can actually gain a talent competitive advantage for new, entry level workers.
- FAME/AMT develops leadership at the same time that it develops technicians.
- FAME/AMT has many elements that can be used to benefit and strengthen the work-readiness of your current workforce.
- FAME/AMT can be used as an internal opportunity program for incumbents.
- FAME/AMT is scalable to achieve high quality consistency, economy of scale, and standardized programs for companies with multiple locations.
- FAME/AMT is not a commercial program. It achieves the highest outcomes with some of the cheapest costs of any technical program in the U.S.
- FAME/AMT will produce global-best results only if two key players fulfill their roles and provide all elements of the program to standard: the FAME Chapter and the College Partner.

What Should Your Chapter Be Doing?

- You should have an organized group of employers collaborating together to support and sustain your FAME chapter.
- There should be a set of adopted bylaws to govern chapter operations.
- Elected officers should be actively guiding your chapter.
- President and Vice President of the chapter should be CORE members, i.e., sponsoring employer representatives. It is recommended that all officers are CORE members.
- Your chapter leadership (esp. P & VP) should have completed training.
- Your chapter should be meeting in-person once a month (or more often).
- Your chapter should “own” the FAME/AMT program and should be the lead force in ensuring that it is active and sustains with quality.
- Your chapter should have chosen your College Partner. Who offers the “academic” part of the AMT Program is your choice. (You can change providers if your CP is not fulfilling the expectations of the program.)
- Your College Partner should have a decision-making representative (dean or higher recommended) as an active, participating member.
- You should have a signed Memorandum of Understanding with your CP.
- Your chapter should have a structured annual schedule of activities.
- Your chapter should be actively recruiting new AMT students.
- Your chapter should be actively recruiting new employer partners.
- Your chapter should be actively participating in key national activities.
- Your chapter should be assessing the program on a periodic basis.

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 Status
- 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 inperson 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.



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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.

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

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

What Should Your College Partner Be Doing?

- Have an established Advanced Manufacturing Center (AMC) which meets the minimum standard (see separate AMC Set-up Guide).
- Has designated AMT faculty/instructors.
- All AMT faculty/instructors are AMT Academy trained.
- Provides an organized, structured 8+ contact hour day, 2 days/week.
- Sustains a model 5S AMC condition, led by students, facilitated by faculty.
- Sustains a model industrial safety practice, led by students, facilitated by faculty, including lock-out practice on all equipment.
- Actively uses the total Pocket Card Activity.
- Fully develops all Professional Behaviors (Six, Essential, Practices).
- College has Academy-trained instructors for all MCEs.
- Fully conducts all MCE activities, with workbook completion & sign-off.
- Follows the AMT Class Structure (Safety Discussion, Values Discussion, Return to 5S Home Condition) for every AMC class.
- Ensures AMT Professional Dress standards at all times on campus.
- Confirms AMT Program student outcomes.
- Promptly communicates attendance and emerging problems to employers.
- Actively maintains AMT Student Portfolios up to date.
- College Partner rep(s) attend FAME/AMT Conference and NPCN each year.
- College has a defined Associate Degree + AMT Certificate structure

What General Activities Should You Be Doing?

- Conduct at least 2 Open Houses (Fall/Spring) each year?
 - Conduct at least 1 AMT Live! activity each year?
 - Employers visit 20-25 high schools each year.
 - Chapter has a documented plan to strengthen female/minority representation.
 - Recruiting materials and other activities specifically include diverse content.
 - Chapter has a documented plan to strengthen employer membership.
 - Chapter has active involvement of local/state economic/workforce dev.
 - Workforce/economic development organizations actively promote program.
 - Chapter is actively engaged with state Project Lead The Way (PLTW).
 - PLTW is active in local K-12 direct pathways of AMT (Elem/Middle/High).
 - Chapter has a signature AMT Program video.
 - Chapter has a YouTube channel.
 - Chapter has social media presence (LinkedIn, Facebook, Instagram, Twitter).
 - Chapter conducts a quality AMT Graduation activity.
 - Chapter actively engages local media (print, broadcast, online).
 - Chapter has an employer agreement for employer members.
 - Employers have a forum or process for sharing floor-side AMT practices.
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- VALUE-ADDED (Not required for FAME)
FAME employers work together on other initiatives/issues

AMT Annual Calendar Wheel

