

**ALPHA GAMMA STATE KENTUCKY STRATEGIC ACTION PLAN
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
2013 - 2015**

Strategic Action Plan Committee

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A message to the Alpha Gamma State Membership:

At the Strategic Action Plan Committee meeting (April 11, 2014), the members in attendance came to consensus that the focus of each Chapter and that of Alpha Gamma State should be on each individual member and their needs and should be the focus of our Strategic Action Plans. With this, new members will come. We say to the Alpha Gamma State Chapters, keep your Strategic Action Plans simple, and geared toward your Chapter, your members and their needs.

These is a living document and therefore if any Alpha Gamma State officer, Committee or member sees that this document is lacking and would like to see changes, please notify the chair either by email or letter. The Committee will hear your suggestions and thank you for your interest and input.

Donna Smith Goodin, Chair.

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**ALPHA GAMMA STATE KENTUCKY STRATEGIC ACTION PLAN
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MISSION STATEMENT: INTERNATIONAL

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

VISION: ALPHA GAMMA STATE KENTUCKY

Key women educators in Kentucky inspiring others to reach their maximum potential to impact education.

PURPOSES

The Delta Kappa Gamma Society International has seven basic *purposes* that govern its program of work and study. The activities of each level of the Society implement the *purposes* of the Society. The seven *purposes* include

1. To unite women educators of the world in a genuine spiritual fellowship
2. To honor women who have given or who evidence a potential for distinctive service in any field of education
3. To advance the professional interest and position of women in education
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society

OVERVIEW

To update the 1997-1998 Alpha Gamma State Strategic Action Plan, State President, Sandra Smith, appointed an ad hoc Planning Committee with chairman, Donna Smith Goodin, to: 1) Review the 1998 plan; 2) Set goals and objectives that flow from the 2008 – 2010 International Strategic Action Plan and that will be current to the needs of Alpha Gamma State; 3) Incorporate the changes in the International Constitution and Standing rules from the 2010 International Convention; and 4) Promote the Mission, Vision and Purposes of International as Alpha Gamma State promotes the professional and personal growth of its members as and excellence in education.

PLANNING PROCESS

The Strategic Action Plans of The Delta Kappa Gamma Society International and Alpha Gamma State provide for a continuous review and updating of identified action programs that implement the Seven Purposes, Mission and Vision of the Society. The status of the Major areas of focus, objectives, and activities are to be reviewed regularly at meetings of the state ad hoc Strategic Planning Committee. All areas will be reviewed and the activities will be determined to be: Accomplished, Continues, In Progress, Renewed, and/or Revised. As the State Action Plan is updated and major areas of focus, objectives, or activities are added, revised, deleted, etc., the latest review/revision date will be noted. This plan will be a major revision for that adopted in 1998. The Plan will need to be revised at the time the Alpha Gamma State By-Laws are revised to come in line with the new International Constitution and By-Laws, especially the responsibility roles.

AREAS OF FOCUS

1. Membership

Goal: To secure and maintain an active, involved membership

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| 1.1 | Strengthen Chapter membership by inviting/initiating members representing a diverse educational field | 4 |
| 1.1.1 | Encourage chapters to invite 2-3 educators from the same area and emphasize diversity in membership selection. <i>(State Membership Committee and all members)</i> | Ongoing |
| 1.1.2 | Encourage chapters to provide a positive meaningful orientation for new members in advance of and separate from the initiation meeting. <i>(State Membership Committee)</i> | Ongoing |
| 1.1.3 | Encourage chapters to keep membership profiles updated <i>(Chapter Treasurer, State Treasurer)</i> | |
| 1.1.4 | Conduct a recommitment ceremony for current members at the State and Chapter levels. (Could be done with initiation.) <i>(Chapter and State Membership Committees)</i> | Ongoing |
| 1.1.5 | Recognize publicly chapters that have increased membership <i>(State Membership Committee, State President, Webmaster and State Editor/State Communications Committee)</i> | Ongoing |
| 1.1.6 | Encourage the use of Society Membership Kit and other materials from the Society <i>(State Membership Committee, State President, and Chapter Membership Committee)</i> | Ongoing |
| 1.1.7 | Encourage Chapters to consider those for membership who have been recognized by local newspapers and other media <i>(Chapter Membership Committee and all members)</i> | Ongoing |
| 1.2 | Increase the retention of members by encouraging chapters to | |
| 1.2.1 | Develop a buddy system for continuing members and encourage members to carpool to meetings and activities to assure those who are unable to drive will be able to attend <i>(Chapter Membership</i> | Ongoing |

Committee and Officers)

- 1.2.2 Include every member on a committee *(Chapter President and Officers)* Ongoing
- 1.2.3 Recognize achievements or career changes of members *(Chapter Officers, State President, State Website, Local and State Newsletters/State Communications Committee.)* Ongoing
- 1.2.4 Recognize members for their volunteer activities, both in the schools and in the community *(Chapter Membership Committee)* Ongoing
- 1.2.5 Help moving members to locate chapters to transfer membership to and notify the chapter *(Chapter President, State President, Chapter and State Membership Committee)* Ongoing
- 1.2.6 Honor long term members with certificates and pins *(Educational Excellence Committee, Chapter President, Chapter Treasurer, State President)* Ongoing
- 1.2.7 Have programs of interest to active and inactive members. Survey new members in particular to find out what they are looking for in the organization. *(Chapter Officers, Chapter Educational Excellence Committee)* Ongoing
- 1.2.8 Emphasize member benefits and opportunities *(Chapter Leadership Committee, State Leadership, State and Local Newsletters, and Websites/Communications Committee)* Ongoing
- 1.2.9 Use surveys to determine needs and interests of members and then share *(Educational Excellence Committee Chapter President, Chapter Newsletters/Communications Committee)* Ongoing
- 1.2.10 Encourage attendance at state, regional and international meetings *(Chapter and State Leadership, Newsletters and Websites/Communications Committee)* Ongoing
- 1.2.11 Offer continuing education units for all state activities *(State Leadership Committee)* Ongoing

1.3 Seek members for reinstatement

- 1.3.1 Encourage chapters to maintain contact information of dropped members *(State Membership Committee, State President)* Ongoing
- 1.3.2 Have a "special" meeting of dropped members to give an update of the Society *(Chapter Members)* Ongoing
- 1.3.3 Ask members to contact dropped members and encourage them to consider reinstatement and offer reorientation *(Chapter and State Presidents and Membership Committees)* Ongoing

1.4 Encourage professional and personal growth of members and increase professional activities within the organization

- 1.4.1 Promote awareness of prominent issues affecting education today *(Educational Excellence Committee, Website and Newsletters/Communications Committee both Local and State Level)* Ongoing
- 1.4.2 Develop a mentoring programs to encourage retaining members as well as new teachers *(Educational Excellence Committee)* Ongoing
- 1.4.3 Provide leadership training at chapter level, state workshops, and conventions *(Educational Excellence Committee, Leadership Development, and State Officers)* Ongoing
- 1.4.4 Rotate leadership positions in chapters and committee chairs in chapters *(Chapter Members)* Ongoing
- 1.4.5 Encourage members to apply for chapter, state, regional and international positions when qualified *(Leadership Development Committee – Chapter and State Level, Chapter and State Officers)* Ongoing
- 1.4.6 Recognize professional achievement and activities on website and in newsletters of chapter and state Ongoing

- (Leadership Development Committee and Chapter and State Presidents)*
- 1.4.7 Encourage chapter leadership as well as members to attend state, regional and international Workshops *(Leadership Development Committee both State and Chapter Level and as well as all Officers)* Ongoing
- 1.4.8 Post scholarship information for all members on state and chapter websites and in state newsletters and select winners *(Scholarship Committee, State Editor, and Webmaster/State Communications Committee, State Treasurer)* Ongoing
- 1.4.9 Encourage members to contribute writings for publication in local, state and international publications *(Educational Excellence Committee, Leadership Development Committee and State Officers)* Ongoing
- 1.4.10 Share chapter, state and international projects and encourage participation *(Chapter and State Officers, Local and State Newsletters, Websites/State and Chapter Communications Committee)* Ongoing

2 Finance

Goal: To maintain and improve the financial stability of Alpha Gamma State

2.1. Insure funds for state organization business and services to all members

- 2.1.1 Prepare a budget for executive board approval and membership acceptance *(Finance Committee, State Treasurer, State President)* Ongoing
- 2.1.2 Oversee any expenditures from the Permanent Fund *(Finance Committee, State Treasurer, State President)* Ongoing
- 2.1.3 Supervise all investments of State funds *(State Treasurer, State President, Finance Committee)* Ongoing
- 2.1.4 Secure an annual audit *(State Treasurer)* Ongoing
- 2.1.5 Recommend budget amendments that fund the business of Alpha Gamma State and reflect responsible Spending *(Finance Committee)* Ongoing
- 2.1.6 Examine any request for change in funding or line items as requested by state committees *(Finance Committee, State Treasurer, State President)* Ongoing
- 2.1.7 Encourage chapters to keep accurate and up-to-date financial records to facilitate the reporting to State, International and government *(Finance Committee, State Treasurer)* Ongoing
- 2.1.8 Set the State dues to allow for adequate funds for State business operations keeping in mind that total amount paid by members to Chapter and International when making State dues increases *(Finance Committee, State Treasurer, State President)* Ongoing
- 2.1.9 Recommend the position of State Treasurer and Assistant Treasurer for Executive Board and membership approval *(Finance Committee)* Ongoing
- 2.1.10 Monitor the IRS electronic filing by State Treasurer and Chapter Treasurers *(State Treasurer, Finance Committee)* Ongoing

2.2 Consider non dues revenue

- 2.2.1 Evaluate the acceptance of any proposed gift and present a recommendation to the Executive Board for final action *(Finance Committee, State Treasurer, State president)* Ongoing

2.3 Explore methods to reduce travel and mailing costs

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| 2.3.1 | Encourage state committee chairs to use technology and other means to communicate with committee members such as Go to Meetings, Skype, Google, Face book etc <i>(State Committee Chairs, Webmaster/ State Communications Committee)</i> | Ongoing |
| 2.3.2 | Encourage members to carpool, and or use reward card points and free travel avenues when traveling <i>(Finance Committee, State President, Webmaster/State Communications Committee)</i> | Ongoing |
| 2.3.2 | Encourage members to consider several roommates when attending State and International conventions and conferences <i>(Finance Committee, State President, State Committee Chairmen)</i> | Ongoing |
| 2.3.3 | Consider Alternating the State Convention and State Workshop such that the Workshop is held the year new chapter officers are elected. | Revised |

3 Leadership Development

Goal: To develop and provide continuous leadership training opportunities

3.1 Insure leadership opportunities for State and Chapter officers and committee chairs

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| 3.1.1 | Offer annual workshops to train incoming chapter officers and committee chairs <i>(Leadership Development Committee, State Officers, Treasurer, Host Chapter(s))</i> | Ongoing | 7 |
| 3.1.2 | Offer Professional Development credit and continuing education credits from State Department of Education <i>(Leadership Development Committee)</i> | Ongoing | |
| 3.1.3 | Provide workshops of educational and personal growth importance <i>(Leadership Development Committee, State Officers)</i> | Ongoing | |
| 3.1.4 | Encourage chapter officers as well as general membership to attend <i>(Leadership Development Committee, State Officers, State Committee Chairs, Chapter Presidents)</i> | Ongoing | |
| 3.1.5 | Encourage attendance by keeping costs low <i>(Leadership Development Committee, State President, Treasurer)</i> | Ongoing | |
| 3.1.6 | Use members or local presenters to give workshops to lower cost <i>(Leadership Development Committee)</i> | Ongoing | |
| 3.1.7 | Encourage chapters to train leaders "up the line" in officer positions <i>(State Presidents, Chapter Members)</i> | Ongoing | |

3.2 Encourage chapters to develop training seminars

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| 3.2.1 | Provide presenters to chapters from the Leadership Committee, State officers, Treasurer and State Chairs <i>(Chapter Presidents and above members)</i> | Ongoing |
| 3.2.2 | Encourage chapters to dedicate one chapter meeting per year to committee planning as related to chapter goals and Strategic Action Plan <i>(Chapter Executive Board)</i> | Ongoing |
| 3.2.3 | Provide materials from State and International for meetings <i>(Leadership Committee, State Officers)</i> | Ongoing |
| 3.2.4 | Encourage chapters to invite nearby chapters to participate in organizing seminars and to attend special | Ongoing |

programs (*Chapter Presidents and Officers*)
3.2.5 Provide results of seminars to members (*Leadership Committee and Chapter Presidents*) Ongoing

3.3 To encourage leadership at state and international levels

3.3.1 Use guidelines in State bylaws and Standing Rules to select a slate of state officers (*State Nominations Committee*) Ongoing

3.3.2 Use guidelines in State bylaws and Standing Rules to select State committee chairs and members
(*State President*) Ongoing

3.3.3 Encourage Chapters to nominate qualified members to serve at State and International levels (*Chapter Nominations Committee*) Ongoing

3.3.4 Encourage members interested in serving on appointed positions and committees at State and International levels to apply (*Nominations Committee*) Ongoing

3.3.5 Notify membership of process and deadlines for applying for positions (*Nominations Committee, Webmaster, State Editor/State Communications Committee*) Ongoing

3.3.6 Plan and implement an installation service for state officers (*State Nominations Committee*) Ongoing

4 Society Impact on Education

Goal: To become well informed, respected voices for education

4.2 Inform members about policy and legislation important to education and educators

4.2.1 Draft a letter to be sent to legislators electronically for distribution to all members when legislation is pending on issues of education, women and/or children (*Educational Excellence Committee, State Editor, Webmaster/State Communications Committee*) Ongoing

4.2.2 Present a US Forum program/workshop at State Convention (*US Forum Liaison*) Ongoing

4.2.3 Distribute National Legislative news to State Executive Board, Committee Chairs a Chapter Presidents
(*Educational Excellence Committee, US Forum Liaison*) Ongoing

4.3 Increase awareness of DKG in Community, State and Nation by influencing the policy of educational decision makers

4.3.1 Educate members in appropriate/effective ways to communicate with legislators and state board of education Members (*Educational Excellence Committee, US Forum Liaison*) Need to push

4.3.2 Organize a Legislative Day in Frankfort (*Educational Excellence Committee, US Forum Liaison, State President*)
(NEW FOR US – will require Executive Board Action) Need to push

4.4 Increase awareness of DKG in Kentucky through State and Local educationally related projects

- 4.4.1 Select/pursue meaningful State project(s) each biennium (*Educational Excellence Committee, State President*) Ongoing
- 4.4.2 Publish information on State project ideas to Chapters (*Educational Excellence Committee, State Communications Committee*) Ongoing
- 4.4.3 Encourage chapters to select projects applicable for their area of the state (*Educational Excellence Committee, State President, Webmaster/State Communications Committee*) Ongoing
- 4.4.4 Recognize chapters that initiate programs and activities (*State President, State Editor, Webmaster/State Communications Committee*) Ongoing
- 4.4.5 Recognize chapters that participate in State projects(*State President, State Editor, Webmaster/State Communications Committee*) Ongoing

4.5 Make Chapters aware of and participate in International programs and projects to promote global understanding

- 4.5.1 Distribute ideas for chapters to use in soliciting donations for World Fellowship (*World Fellowship Committee*) Ongoing
- 4.5.2 Encourage chapters to present a World Fellowship program each biennium (*World Fellowship Committee*) Ongoing
- 4.5.3 Encourage communication with World Fellowship Scholarship recipients (*World Fellowship Committee, State President, Webmaster/State Communications Committee*) Ongoing
- 4.5.4 Distribute ideas for chapters to use in soliciting donations for International projects such as Schools for Africa (*Educational Excellence Committee, State President, State Editor, Webmaster/State Communications Committee*) Ongoing
- 4.5.5 Use the Society's material to increase awareness of International programs (*Educational Excellence Committee, State and Chapter Presidents*) Ongoing

5 Expansion

Goal: To increase accessibility of the Society to all Kentucky women educators

5.1 Increase Chapter understanding of expansion

- 5.1.1 Encourage the Expansion Committee to more aggressively use data and pursue members in under represented Areas of the state. (*Membership and Expansion Committees, State President*) Ongoing
- 5.1.2 Provide all chapters with Kentucky State guidelines and rationale for expansion (*Membership and Expansion Committees, State President*) Ongoing
- 5.1.3 Place informational articles on Website and in Alpha Gamma News (*Expansion Committee, State Communications Committee*) Ongoing
- 5.1.4 Provide expansion materials from International to Chapters, including "how to" suggestions (*Expansion Committee*) Ongoing

5.2 Work with chapters having a potential for expansion

- 5.2.1 Visits with chapters with 80 or more members to discuss possible expansion (*Expansion Committee, State President, Membership Committee*) Ongoing
- 5.2.2 Solicit suggestions from sister States on methods successful for expansion (*Expansion Committee, State President*) Ongoing

5.3 Assess under-involved Chapter status

- 5.3.1 Review Chapter attendance at state meetings, trainings, conventions, and other state meetings (*State President, Expansion Committee*) Ongoing
- 5.3.2 Collect information from Chapter reports, relating to attendance and above Chapter level involvement (*Expansion Committee, State President, Educational Excellence Committee*) Ongoing
- 5.3.3 Review Chapter membership patterns, gain and loss, and project activities (*Expansion Committee, Membership Committee, Educational Excellence Committee, State President*) Ongoing
- 5.3.4 Conduct Chapter visits (*Membership Committee Representative, State President, other State Officers*) Ongoing
- 5.3.5 Provide information on developing an Action Plan and Work with Chapters to develop their Action Plan which reflects the individual strengths and needs of the Chapter (*Educational Excellence Committee, State President, Membership Committee*) Ongoing

5.4 Identify geographical areas without chapter representation for potential growth

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- 5.4.1 Chart the State and locate potential areas to create a chapter or expand an existing chapter (*Educational Excellence Committee, Expansion Committee, Membership Committee, State President*) Ongoing
- 5.4.2 Publicize these areas to State membership to see if they know women educators who might be possible candidates for membership (*Expansion Committee, Membership Committee, State Editor, Webmaster/State Communications Committee*) Ongoing
- 5.4.3 Collect names of possible members in non-developed areas and work with nearby chapters to use strategies to enlist them as members with plan to form a Chapter in their area, or create and mentor a new chapter (*Expansion Committee, Membership Committee, State President, Webmaster/State Communications Committee*) Ongoing

5 Marketing

Goal: To increase public awareness of the Society and its members

6.1 Market the Society and Alpha Gamma State to members and non-members

- 6.1.1 Assist Chapters in developing Facebook pages and websites or other electronic methods to connect with Stress

Members (*Membership Committee, State Communications Committee, Technology Support Committee*)

- 6.1.2 Encourage the use and distribution of International brochures (*Membership Committee, Webmaster/State Communications Committee*) Ongoing
- 6.1.3 Encourage and assist Chapters in creating their own chapter brochures for distribution (*State Communication Committee, Technology Support Committee, State President*) Ongoing
- 6.1.4 Encourage members to use "Create a Buzz" ideas and develop their "Elevator Speech" (*State and Chapter Communications Committee, State President*) Ongoing
- 6.1.5 Encourage Chapters to recognize "new teachers" in Chapter area by delivering a "goodie" bag, including DKG brochures and develop follow-up activities to maintain contact (*Chapter Presidents, Chapter members*) Ongoing
- 6.1.6 Encourage members to volunteer at schools for testing days, picture days, field trips etc. (*State and Chapter Membership Committees, Chapter Educational Excellence Committees, State and Chapter Presidents*) Ongoing
- 6.1.7 Encourage members to mentor new teachers by helping with bulletin boards, sending encouragement notes, and other permitted activities (*State and Chapter Membership Committee, State and Chapter Presidents*) Ongoing
- 6.1.8 Encourage members to refer to membership in DKG when communicating with others (*Membership Committee, State Communications Committee, State President*) Ongoing
- 6.1.9 Host an informational booth regarding the Society at community or educational conferences and other events for teachers (*Membership Committee, Chapter presidents, State Communications Committee, ad hoc Committee*) Ongoing
- 6.1.10 Recognize members who have received a new certification or advanced degrees with congratulation certificates, cards and articles in local paper (*State Communications Committee, Educational Excellence Committee, Membership Committee*) Ongoing

6.2 Provide information about the Society and AG State to external markets

- 6.2.1 Provide press releases for state meetings, such as workshops and conventions (*State Communications Committee*) Ongoing
- 6.2.2 Provide information and photos about Chapter community projects to local newspapers, television and radio stations (*Chapter Communications Committee, Project Chair*) Ongoing
- 6.2.3 Provide information and photos about State projects to media (*State Communications Committee, Project Chair, State President*) Ongoing
- 6.2.4 Encourage members to submit articles and photos to local newspapers (*State Communications Committee, US Forum Liaison*) Revised

7. COMMUNICATIONS

Goal: To strengthen the informational link among Members, Chapters, State, and International.

7.1 Improve the State's electronic communication

- 7.1.1 Maintain and encourage use of the Alpha Gamma State website (*Webmaster/State Communications Committee*) Ongoing
- 7.1.2 Publicize social networking through the Alpha Gamma State website (*Webmaster, State Communications Committee*) Ongoing

7.1.3	Provide training on “Go to Meeting,” Skype, Google Group and other communication software at the State Workshop (<i>Technology Support Committee</i>)	Ongoing
7.1.4	Encourage use of Google Groups, Facebook and other social networks (<i>Technology Support Committee, State President, State Communications Committee</i>)	Ongoing
7.1.5	Develop an electronic newsletter for Chapter Editors with Alpha Gamma State and Society information to share with Chapter members (<i>State Editor/State Communications Committee, State President</i>)	Ongoing
7.2	Increase members’ knowledge and use of electronic communications	
7.2.1	Encourage chapter use of electronic distribution of newsletters (<i>State Communications Committee</i>)	Ongoing
7.2.2	Assist chapters in development of Chapter websites – target 2-3 new sites per year (<i>State Communications Committee, Technology Support Committee</i>)	Ongoing
7.2.3	Encourage use of the Alpha Gamma State website for getting information out about the State organization (<i>State Communications Committee, Technology Support Committee, State President</i>)	Ongoing
7.2.4	Include technology information in workshops at the Fall Leadership training for Chapter officers and membership (<i>Technology Support Committee, State Communications Committee, Leadership Development Committee</i>)	Ongoing
7.2.5	Develop interactive state report forms for the Alpha Gamma State website (<i>Technology Support Committee</i>)	Ongoing
7.3	Improve intra-chapter communications through the use of electronic newsletters	
7.3.1	Create a database of Chapter Editor contact information (<i>State Communications Committee, State Editor</i>)	Ongoing
7.3.2	Assist Chapters without publications to create newsletters (<i>State Communications Committee, State Editor</i>)	Ongoing
7.3.3	Request that Chapters exchange electronic newsletters with other Chapter Presidents (<i>State Communications Committee, State President</i>)	Ongoing
7.3.4	Encourage members attending meetings above the local level to contribute articles to their Chapter newsletter (<i>State Communications Committee</i>)	Ongoing
7.3.5	Recognize newsletters that meet specific guidelines of excellence at State convention (<i>State Communications Committee, State Editor</i>)	Ongoing
7.4	Improve communications among State leadership, State committees, Chapters, and members.	
7.4.1	Publish regular articles in the News and/or on the State website explaining the workings of the State organization and answer questions about State practices (<i>Alpha Gamma State Officers, Committee Chairmen, State Editor/State Communications Committee</i>)	Ongoing
7.4.2	Committees continuously update information about events and activities on the State website (<i>Committee Chairmen, Webmaster/State Communications Committee</i>)	Ongoing
7.4.3	Respond quickly to questions and requests for assistance from Chapter Presidents, committee chairmen and other members (<i>All State Committee Chairmen and State officers, Treasurer</i>)	Ongoing
7.4.4	Send timely reports as required and maintain up to date records, reports and files (<i>All Committee chairmen, State officers, Treasurer</i>)	Ongoing

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| 7.4.5 | Implement the use of electronic meetings options in conducting State business <i>(All State officers, Committee Chairmen, Treasurer)</i> | Ongoing |
| 7.4.6 | Maintain an email distribution list of Chapter Presidents, State officers, and State Committee Chairmen <i>(State President, Treasurer)</i> | Ongoing |
| 7.4.7 | Establish a web-based discussion group for millennial members (under 30) and invite the members across the State to participate <i>(State President, Technology Support Committee, State Communication Committee)</i> | Ongoing |
| 7.4.8 | Develop and distribute spreadsheet to Chapters for recording membership data <i>(Technology Support Committee, Membership Committee)</i> | Ongoing |
| 7.4.9 | Establish a comprehensive data base of membership information to allow for various sorting options and reporting processes using spreadsheet information <i>(Technology Support Committee, Membership Committee)</i> | Ongoing |
| 7.4.10 | Publish contact information of members in both Chapter Handbook and the State Directory <i>(State President's appointee for State directory, Appointed Chapter member)</i> | Ongoing |

8. Organizational Effectiveness

Goal: To create an orderly and supportive state organization

8.1 Elevate the effectiveness of AG's state organization

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| 8.1.1 | Obtain member input for State Strategic Planning <i>(SAP Committee, State president, Educational Excellence Committee)</i> | Ongoing |
| 8.1.2 | Submit recommendations or concerns to appropriate committees/officers and monitor action taken <i>(SAP Committee, Executive Board)</i> | Ongoing |
| 8.1.3 | Inform members of appropriate ways to recommend changes in State governing documents <i>(Rules Committee, State Communications Committee, State President, Webmaster)</i> | Ongoing |

8.2 Preserve the rich history of Alpha Gamma State for future research

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| 8.1.1 | Establish written guidelines for items to be preserved, where stored, and what disposed <i>(History committee, Ad Hoc Archives Committee, State President)</i> | Ongoing |
| 8.1.2 | Preserve and organize materials by categories, adding new materials as deemed necessary <i>(History committee, Ad Hoc Archives Committee)</i> | Ongoing |
| 8.1.3 | Develop guidelines or steps on ways members may have access and/or use materials <i>(History Committee, Ad Hoc Archives Committee)</i> | Ongoing |

8.2 Maintain updated Chapter and State documents

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| 8.2.1 | Encourage Chapters to update Chapter Rules and submit for evaluation <i>(Rules Committee)</i> | Ongoing |
| 8.2.2 | Inform Chapters of changes in International and State documents <i>(Rules Committee)</i> | Ongoing |
| 8.2.3 | Update Alpha Gamma State By-Laws and Standing Rules annually or as needed; propose changes and review submitted amendments to insure they are in compliance with the International Constitution and | Ongoing |

- International Standing Rules (*Rules Committee, Parliamentarian*)
- 8.2.4 Complete and maintain an updated list of chapters with dates Chapter Rules are due to be revised and Submitted for evaluation (*Rules Committee*) Ongoing
- 8.2.5 Review Chapter rules on a cycle to ensure consistency with international and state governing documents (*Rules Committee*) Ongoing
- 8.2.6 Determine a method to insure consistency and accuracy of the minutes recorded at state meetings (*Rules Committee, State President*) Ongoing
- 8.2.7 Act as resource for Chapters revising/writing chapter rules (*Rules Committee, State President*) Ongoing

9 Review and Update Action Plan

Goal: To unite and strengthen Alpha Gamma State through the use of Strategic planning

9.2 Review and update the current strategic plan

- 9.1.3 Request any available assistance from International (*SAP committee*) Ongoing
- 9.1.4 Provide each committee member with current document and other collected documents for review and updates such as International Constitution and Standing Rules change (*SAP Committee Chair*) Ongoing
- 9.1.5 Request State committee objectives and activities developed from President's charge for the biennium (*SAP Committee Chair, State President*) Ongoing
- 9.1.7 Seek chapter presidents' written recommendations for strategic planning (*SAP Committee, Webmaster/ State Communications Committee, State President*) Ongoing
- 9.1.8 Review and then develop a new format for Alpha Gamma State Strategic Action Plan (*SAP Committee*) Ongoing

9.2 Promote awareness and implementation of the Revised Strategic Action Plan

- 9.2.4 Publish the Strategic Action Plan on Website for member awareness (*State Editor, Webmaster/State Communications Committee*) Ongoing

9.3 Provide for continuing update and use of Strategic Action Plan

- 9.3.1 Recommend that a standing committee to monitor the Strategic Action Plan with rotating committee members be appointed (such as two members off and two new members on each biennium) at state convention (*SAP Committee*) Ongoing
- 9.3.2 Charge committee to update and revise Strategic Action Plan annually as described by the guidelines and duties of the committee – moving completed actions to the Appendix and adding new as needed (*SAP Committee, State President*) Ongoing
- 9.3.3 Post any changes and updates of SAP on website and include in the Alpha Gamma State News (*Webmaster, State Editor/State Communications Committee*) Ongoing

9.3.4 Keep an updated copy of Strategic Action Plan in State files (*State President, SAP Committee*) Ongoing

9.4 Encourage the development of Chapter Action Plans

9.4.2 Act as a resource for chapter planning meeting (*SAP Committee*) Ongoing

9.4.3 Recognize chapters who have developed SAP and plan a time for them to share (*State President, SAP Committee*) Ongoing

APPENDIX

ACCOMPLISHED/ESTABLISHED PRACTICE(S)

The following activities have been accomplished and are considered established practices. The date of placement in this section is indicated for each activity.

Area 2 Finance

2.2 Consider Non Dues Revenue

- 2.2.2 Consider an ad hoc committee to research the generating of non dues revenue with proceeds going to state funds (*State President*)
A permanent Non Dues Revenue Committee was established in 2012. (4/5/2013)
- 2.2.3 Explore possible non-dues revenue activities/events and sponsorships with guidelines for implementing them to reduce the financial burden on members and chapters (*Finance Committee, ad hoc non Dues Revenue Committee*) (4/5/2013)

Area 4 Society Impact on Education

4.1 Establish a mission statement for Alpha Gamma State

- 4.1.1 Draft mission statement and solicit input from state leadership (*Executive Board*) (4/5/2013)
- 4.1.2 Submit draft to Executive Board for additional input (*State President*) (4/5/2013)
- 4.1.3 Present mission statement for approval at Alpha Gamma State Convention (*State President, Executive Board*) (4/5/2013)

Area 9 Review and Update Action Plan

9.1 Review and update the current strategic action plan

- 9.1.1 Appoint an ad hoc SAP committee to review and update AG Strategic Action Plan (*State President*) (4/5/2013)
- 9.1.2 Request sister states' SAP to use as a resource (*State President, ad hoc SAP Committee*) (4/5/2013)
- 9.1.6 Include copies of Alpha Gamma State Bylaws and Standing Rules for consistency (*SAP Committee Chair, State President*) (4/5/2013)
- 9.1.9 Distribute draft of Action plan electronically to Executive Board for recommendations (*SAP Committee Chair*) (4/5/2013)

9.2 Promote awareness and implementation of the Revised Strategic Action Plan

- 9.2.1 Develop a presentation and explanation for use in promoting the SAP (*SAP Committee Members*) (4/5/2013)
- 9.2.2 Present Strategic Action Plan at the Executive Board meeting for review (*SAP Committee Members*) (4/5/2013)
- 9.2.3 Present SAP to Chapter Officers at fall workshop and/or other state meetings (*SAP Committee Members*) (4/5/2013)
- 9.2.4 Present to Executive Board and membership at state convention for approval (*SAP Committee Members*) (4/5/2013)

9.4 Encourage the development of Chapter Action Plans

- 9.4.1 Provide workshops for Chapter presidents, committee chairs to gain information on development, importance and use of the SAP at state meetings (*SAP Committee*) (4/5/2013)
- 9.4.2 Develop a basic outline for chapter strategic planning committee as a guide (*SAP Committee*) (4/5/2013)