**STRATEGIC ACTION PLAN**

**Alpha Delta State**

**The Delta Kappa Gamma Society International**

**Established 2011**

**PURPOSES:**

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.

**MISSION:**

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

**VISION:**

Leading Women Educators Impacting Education Worldwide

**OVERVIEW:**

The purpose of the Strategic Action Plan (SAP) is to determine where Alpha Delta State is going over the next biennium (and into the future), how we’re going to get there, and how we’ll know whether or not we got there. Simply stated: The past times the present equals the future.

The SAP is divided into major areas (5) of focus, with corresponding objectives, and activities. Suggested personnel and committees responsible are listed. The SAP provides for continuous review and updating of the areas of focus, objectives, and activities. All areas will be reviewed and the activities will be determined to be: \*\*Accomplished, In Progress, New, Revised, Ongoing, and/or Deleted. New areas of focus, objectives, or activities can also be added. Timelines are important also.

**AREAS OF FOCUS:**

1. **MEMBERSHIP Progress**

**Objective 1.1 Increase membership.**

Activity 1.1.1 Initiate chapter members at the 2013 State Convention. *(Membership Committee, Expansion Committee, President)* In progress

 Activity 1.1.2 Challenge chapters to increase their current membership count by one member by March 1, 2013, excluding

 transferred and deceased members. *(Membership Committee)* In progress

 1.1.2a Propose as an initiative at the spring 2012 Alpha Delta State Convention. Accomplished

 1.1.2b Address this item at the Chapter Leadership Development Workshop in June 2012. Accomplished

 Activity 1.1.3 Challenge chapters to reinstate members who resigned from DKG with a goal of sixty (60) reinstatements

 by March 1, 2013. *(Expansion Committee)* In progress

 Activity 1.1.4 Develop and publish suggestions for chapters to contact or support early-career educators in their jurisdiction.

 *(Membership and Educational Excellence Committees)* In progress

 Activity 1.1.5 Maintain contact with Esther H. Strickland Grant recipients to invite them to membership in DKG if eligible.

 *(Membership, Educational Excellence, Professional Affairs Committees)* In progress

**Objective 1.2 Celebrate the honor of DKG membership.**

 Activity 1.2.1 Recognize members with longevity. When notification is sent to the State President,

 members will receive a congratulatory letter from the State President. *(President)* New

 Activity 1.2.2 Recognize members’ accomplishments based on chapter notification. *(Leadership Team)* Ongoing

 Activity 1.2.3 Recognize members who retire from education based on chapter notification. *(Leadership Team)* Ongoing

 Activity 1.2.4 Utilize the Alpha Delta State website (Red Roses column) and *The Voice* to celebrate members’

accomplishments. *(Webmaster, Editor, President)* Ongoing

**Objective 1.3 Retain members.**

 Activity 1.3.1 Examine and publish successful orientation/reorientation strategies. *(Membership Committee)* Ongoing

 Activity 1.3.2 Develop and publish suggestions for chapters to mentor initiates for the first two years of membership.

 *(Membership and Educational Excellence Committees)* New

 Activity 1.3.3 Opportunities in DKG will be communicated with members. *(President and Webmaster)* Ongoing

1. **FINANCE**

**Objective 2.1 Assess and project Alpha Delta State funds.**

 Activity 2.1.1 Evaluate each fund (Available, Permanent, Designated/Restricted), estimate its potential

 future earnings in relation to its projected expenditures, and report those findings to the

 Leadership Team, Advisory Committee, Executive Board and membership annually, prior to the budget process.

 *(President, Treasurer, Finance Committee)* In progress

**Progress**

Activity 2.1.2 Adopt a timeline for Available Fund Budget: December 1 – officers, committee chairmen, liaisons,

 coordinators, and related personnel submit funding needs to Finance Committee; December 15 – Finance

 Committee develops Available Fund Budget; six weeks prior to the winter Advisory Committee meeting, the

 proposed budget is sent to Advisory Committee for review; following the winter Advisory Committee meeting,

 the Finance Committee reviews the proposed budget; six weeks prior to the spring Executive Board meeting,

 the proposed budget is sent to Executive Board. *(Finance Committee, Advisory Committee, Executive Board)* Ongoing

 Activity 2.1.3 Review State dues and membership projections annually to ensure that Alpha Delta State can fulfill its

 fiscal obligations. *(Finance Committee, Treasurer, President)* In progress

 Activity 2.1.4 Act on any recommended dues increase according to the Alpha Delta State Bylaws.

 *(Treasurer, Finance Committee, Executive Board)* In progress

 Activity 2.1.5 Review the income and expenses of the proceeding State Conventions, Biennial Seminars, and all meetings

 to determine appropriate charges to attendees and costs to Alpha Delta State. *(President,*

 *Treasurer, appropriate committee chairs, Finance Chairman)* Ongoing

 Activity 2.1.6 Review Reimbursement Policy by the end of every biennium. *(Finance Committee, Treasurer, President)* Ongoing

**Objective 2.2 Reduce costs.**

 Activity 2.2.1 Send newsletters, Executive Board materials and all other appropriate communications electronically.

 *(President, Editor, Leadership Team, Members, Webmaster)* Ongoing

 Activity 2.2.2 Increase use of GoToMeeting. *(President, Leadership Team, Advisory Committee, all committees)* Ongoing

 Activity 2.2.3 Promote use of Alpha Delta State website for forms and information. *(President, Webmaster,*

 *Editor, Leadership Team)* Ongoing

 Activity 2.2.4 Seek sponsors for Alpha Delta State conventions. *(Convention planning team)* Ongoing

**Objective 2.3 Increase members’ knowledge of Alpha Delta State and chapter finances.**

 Activity 2.3.1 Provide pertinent and current information of State finances via newsletter, website and other electronic

 media to chapter presidents, treasurers, and members. *(President, Treasurer, Finance Committee)* Ongoing Activity 2.3.2 Publish financial outlook quarterly for all members in *The Voice* and on the Alpha Delta State website.

 *(Treasurer, Finance Chairman, Editor, Webmaster, President)* Ongoing

 Activity 2.3.3 Present workshops at the State Convention related to budget planning, reporting, audits, etc.

 *(Treasurer, Finance Committee)* Ongoing

**Objective 2.4 Investigate leadership development seminars for chapter treasurers and/or finance chairmen.**

 Activity 2.4.1 Survey needs and interests of chapter treasurers, finance committee chairmen and presidents biannually.

 *(President, Treasurer, Finance Chairman, Leadership Development Committee)* In progress

 Activity 2.4.2 Review survey results to assess needs of chapter treasurers, finance committee chairmen, and presidents

biannually. *(Treasurer, Finance Chairman, Finance Committee, Leadership Development Committee)* In progress

 Activity 2.4.3 Develop training plans for chapter treasurers, perhaps in conjunction with Chapter Leadership Workshops.

 *(President, Treasurer, Leadership Development Committee)* New

 **Progress**

**Objective 2.5 Establish a supporting corporation to allow U.S. tax deductible donations to Alpha Delta State**

 **scholarship and grant funds.**

 Activity 2.5.1 Obtain estimated costs of needed legal and/or accounting assistance. *(President, Treasurer, Finance Chairman)* New

 Activity 2.5.2 Investigate the expansion of A. Margaret Boyd Overseas Foundation to include designated

 scholarship and grant funds managed by Alpha Delta State. *(A. Margaret Boyd Trustees/Chairman/*

 *Co-Chairman, President, Treasurer, Finance Chairman)* New

 Activity 2.5.3 Submit paperwork necessary for incorporating in Ohio. *(President, Treasurer, Finance Chairman)* New

 Activity 2.5.4 Complete application forms necessary to establish a supporting corporation.

 *(President, Treasurer, Finance Chairman)* New

 Activity 2.5.5 Make banking and bookkeeping changes necessary to place affected funds under the Alpha Delta State

 supporting corporation umbrella. *(Treasurer)* New

1. **COMMUNICATION**

**Objective 3.1 Improve communications for chapter members.**

Activity 3.1.1 Revise the rubric and score sheet for rating newsletters as needed. (*Communications Committee)* Accomplished

Activity 3.1.2 Evaluate chapter newsletters using established guidelines and award chapters accordingly

 by giving certificates at the Alpha Delta State Convention. *(Communications Committee)* Ongoing

 Activity 3.1.3 Provide feedback for chapter newsletters after the Gold Key deadline to help chapter editors

 improve their newsletters for chapter members. *(Selected members of the Communications Committee)* In progress

 Activity 3.1.4 Provide general State information electronically for use in chapter yearbook construction. *(President)* Ongoing

 **Objective 3.2 Use technology for effective communication.**

\* Activity 3.2.1 Use International’s policy, standards and guidelines to develop Alpha Delta State and chapter websites.

  *(Communications Committee, Webmaster)* Ongoing

 Activity 3.2.2 Encourage chapter presidents to establish a Technology Committee/Representative to monitor DKG websites,

 take charge of communicating DKG news via technology, and develop and update the chapter’s website.

 *(President, Webmaster)* New

 Activity 3.2.3 Offer website construction workshops when possible depending on finance and availability of connectivity.

 *(Webmaster)* Ongoing

 Activity 3.2.4 Develop interactive State report forms for Alpha Delta State website. *(Webmaster, Communications*

 *Committee Chairman, President)* New

 Activity 3.2.5 Use GoToMeeting when possible. *(Officers, Advisory Committee, State committees, and Related Personnel)* Ongoing

**Progress**

 **Objective 3.3 Improve communication between Alpha Delta State and its members.**

 Activity 3.3.1 Publish *The Voice* electronically four times annually and post each issue of *The Voice* on the

 Alpha Delta State website beginning October 2012. *(Editor, Webmaster, President)* In progress

 Activity 3.3.2 Investigate LISTSERV providers to facilitate communication. *(Communications Committee)* In progress

Activity 3.3.3 Chapter presidents or their designees will distribute *The Voice* to chapter members electronically

 and determine how to distribute *The Voice* to members who do not have Internet/email access.

 *(Communications Committee, Editor)* In progress

 Activity 3.3.4 Communicate electronically on a regular basis with chapter presidents to share information, notices of

upcoming events, and business. *(President)*  Ongoing

 **Objective 3.4 Improve communication between State and chapter committees.**

 Activity 3.4.1 Publish State committees’ goals and updates on the Alpha Delta State website throughout the biennium.

*(President, Webmaster, all committee chairmen)* In progress

 Activity 3.4.2 Respond as soon as possible to questions and requests for assistance from chapter presidents,

 chairmen and other members. *(State officials)* Ongoing

 Activity 3.4.3 Chapter presidents respond as soon as possible to questions and requests from State officials.

 *(Chapter presidents)* Ongoing

1. **LEADERSHIP**

**Objective 4.1 Provide leadership training opportunities for state and chapter leaders and members.**

 Activity 4.1.1 Plan and implement state leadership training during the summer of odd-numbered years. *(Leadership*

*Development Committee, President)* Ongoing

 Activity 4.1.2 Plan and implement chapter leadership training during the summer of even-numbered years.

 *(Leadership Development Committee, President)* Ongoing

**Objective 4.2 Invite members to accept leadership positions.**

 Activity 4.2.1 Encourage chapters to send chapter officers (elected and appointed) and members to the

 Chapter Leadership Development Workshop held in the summer of even-numbered years. *(President,*

 *Leadership Development Chairman)* Ongoing

 Activity 4.2.2 Invite chapter members to chair and serve on State committees. *(President)* Ongoing

 Activity 4.2.3 Develop strategies to assist chapter Nominations Committees. *(Nominations Committee,*

 *Leadership Development Committee, Officers)* Ongoing

**5. ORGANIZATIONAL EFFECTIVENESS Progress**

**Objective 5.1 Publish updated *Alpha Delta State Bylaws*.**

Activity 5.1.1 Review and revise the *Alpha Delta State Bylaws* to reflect the International *Constitution*.

 *(Bylaws/Policies and Procedures Committee)* Ongoing

Activity 5.1.2 Share proposed revision with the membership according to the *Alpha Delta State Bylaws.*

 *(Bylaws/Policies and Procedures Committee)* Ongoing

**Objective 5.2 Publish updated *Alpha Delta State Policies and Procedures Manual*.**

 Activity 5.2.1 Review, revise, and publish the Alpha Delta State *Policies and Procedures Manual* to reflect the

 governing documents. *(Bylaws/Policies and Procedures Committee* In progress

 Activity 5.2.2 Implement a Conflict of Interest Policy and develop a Records Retention Policy. *(Bylaws/Policies &*

 *Procedures Committee, Leadership Team )* New

**Objective 5.3 Develop a Strategic Action Plan for Alpha Delta State.**

 Activity 5.3.1 Present sample SAP to those involved in creating the SAP following the 2011 fall Executive Board. Accomplished

 *(SAP Committee, President)*

 Activity 5.3.2 Committees involved with Areas of Focus develop and submit their input to the SAP Committee. In progress

 Activity 5.3.3 Share the SAP with membership. *(SAP Committee)* New

Activity 5.3.4 Review and update the status of the SAP annually prior to June 30. *(All identified participants as stated in the SAP)* New

 Activity 5.3.5 Communicate the review and update of the SAP with every member annually. *(SAP Committee)* New

**Objective 5.4 Develop and maintain a data base of Alpha Delta State motions.**

 Activity 5.4.1 Research the Alpha Delta State archived minutes at the Ohio Historical Society from 1938-present

 recording all motions *(Parliamentarian, Research Committee)* Accomplished

Activity 5.4.2 Record the results of the research at the Ohio Historical Society in an electronic form.

 *(Parliamentarian, Research Committee)* In progress

 Activity 5.4.3 Update the electronic form following each business meeting of Alpha Delta State. *(Recording Secretary)* Ongoing

\* This information is available at [www.dkg.org](http://www.dkg.org), Forms, Website, and at [www.alphadeltastate.weebly.com](http://www.alphadeltastate.weebly.com), “Build a Better Chapter Website.” (10-8-2012)

\*\* Accomplished = completed activity. This activity will be moved to an addendum when the SAP is reviewed annually prior to June 30.

 In progress = working on making this happen

 New = proposed activity that either stands alone or is needed to complete another activity.

 Revised = good idea that needed some change of wording or focus

 Ongoing = doing this now and recommend that this activity is good practice in future years; needs continuous attention and/or updating

 Deleted = did not work. This activity will be moved to an addendum when the SAP is reviewed annually prior to June 30.