

Eta State Action Plan
The Delta Kappa Gamma Society International
2009-2011 Biennium

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 women educators from other countries
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 Statement

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

Overview

During the 1995-97 biennium , the executive board approved a special state Planning Committee. The responsibilities of this committee were strategic planning and monitoring the approved actions of the executive board and members in convention. After one year of existence, the executive board approved a standing committee status with membership rotation.

Planning Process

The Eta State Action Plan provides for a continuous review and monitoring of progress of identified programs and projects that implement the seven purposes and the mission of the Society. The status of major areas of focus, objectives and activities are to be reviewed regularly at meetings of the State Planning Committee. All areas will be reviewed and activities determined to be: Accomplished (**A**), In Progress (**IP**), Deleted (**D**), Revised (**R**), or Continued (**C**). As the State Action Plan is updated and major areas of focus, objectives and activities are added, revised, deleted, etc., the latest review date will be noted.

The plan is divided into major areas of focus, objectives, and activities. Suggested personnel and committees responsible are listed. Chapters are encouraged to develop their own action plans.

1. Membership
Goal: Stimulate Chapter Vitality

Results

Objective 1.1 To encourage growth of chapter membership

- **Activity 1.1.1** Recognize publicly the chapters that have increased membership each year (*Membership Committee, state president, state treasurer*) _____
- **Activity 1.1.2** Encourage chapters to emphasize diversity in member selection (*Membership Committee*) _____
- **Activity 1.1.3** Suggest elements of an effective new member orientation to chapter leadership (*Membership Committee*) _____
- **Activity 1.1.4** Use the results of Successful Chapter Practices Survey to identify and implement effective recruiting strategies for new members (*Membership Committee*) _____
- **Activity 1.1.5** Develop a coaching sheet to help chapters and members respond to queries from nonmembers about the Society (*Communications Committee*) _____

Objective 1.2 To increase the retention of members

- **Activity 1.2.1** Encourage chapters to honor 25, 30 and 40 year members with recognition at the chapter level (*Membership Committee, state president*) _____
- **Activity 1.2.2** Honor long term members (50, 55, 60 years) each year with written recognition from the state president and encourage chapters to present service pins (*state president, executive secretary*) _____
- **Activity 1.2.3** Assess chapters for at-risk status and provide assistance to strengthen identified chapters (*regional directors, state president, past state presidents*) _____
- **Activity 1.2.4** Distribute results of Successful Chapter Practices Survey on effective membership retention practices (*Membership Committee*) _____
- **Activity 1.2.5** Distribute to chapters the results of Successful Chapter Practices Survey to identify effective strategies for keeping members actively involved in chapter work (*Membership Committee*) _____

Objective 1.3 To seek members for reinstatement

- **Activity 1.3.1** Encourage chapters to maintain contact information for dropped members (*Membership Committee*) _____
- **Activity 1.3.2** Encourage chapters to make personal contact each biennium with former members to discuss reinstatement (*Membership Committee*) _____

Objective 1.4 To encourage professionalism and increase professional activities within the organization

- **Activity 1.4.1** Promote awareness of and enthusiasm for prominent issues in education today (*Professional Affairs Committee*) _____
- **Activity 1.4.2** Endorse mentoring programs that encourage new teachers, as well as new Society members, to remain in the teaching field (*Professional Affairs Committee*) _____
- **Activity 1.4.3** Encourage members/committees to present workshops at state convention (second vice president, Program of Work Committee) _____

- **Activity 1.4.4** Plan professionally relevant convention programs, select convention workshops that provide the best professional and personal growth for members (state officers) _____
- **Activity 1.4.5** Offer Continuing Education Units for convention/workshop participants (*Convention Planning Committee*) _____
- **Activity 1.4.6** Create a list of successful chapter program topics/speakers and post on state web site (Program of Work) _____
- **Activity 1.4.7** Survey members and compile a database of members and their area of expertise/talent to speak at chapter meetings and to make presentations at state convention (Research Committee, Technology Committee) _____
- **Activity 1.4.8** Create a database of Eta State authors, members currently involved in research, members using 21st century skills and “Voices of Influence”(Research Committee, Technology Committee) _____
- **Activity 1.4.9** Update list of National Board Certified Teachers on the state website (Professional Affairs Committee, webmaster) _____
- **Activity 1.4.10** Plan Professional Development events highlighting current educational issues (Professional Affairs Committee) _____

Objective 1.5 To provide personal growth opportunities & services for members

- **Activity 1.5.1** Post scholarship information on state website (Scholarship Committee) _____
- **Activity 1.5.2** Notify members of scholarship application deadlines on state website (Scholarship Committee) _____
- **Activity 1.5.3** Determine the number of scholarship selections to be made and scholarship categories in which funds are available (Finance Committee) _____
- **Activity 1.5.4** Select the designated number of scholarship recipients and notify in writing (Scholarship Committee) _____
- **Activity 1.5.5** Offer a Personal Growth event each biennium (Personal Growth & Services Committee) _____
- **Activity 1.5.6** Create a transportation plan to state convention when feasible (first vice president) _____

2. Leadership Development

Results

Goal: Develop a continuous cadre of leaders

Objective 2.1 To provide leadership training opportunities for members

- **Activity 2.1.1** Offer a Leadership Development Seminar, held in odd-numbered years, designed for the general membership (Leadership Committee) _____
- **Activity 2.1.2** Offer Regional Director Leadership Training in the second year of the biennium, designed to enhance leadership skills and roles within the state organization (second vice president) _____
- **Activity 2.1.3** Plan and advertise an annual state convention rotating location across the state (Convention Planning Committee, State President, Executive Secretary) _____

Objective 2.2 To provide state committee orientation & chapter officer training

- **Activity 2.2.1** Plan and implement a workshop for incoming state officers and committees in Asheboro in odd-numbered years (state president, executive secretary, first vice president, second vice president, recording secretary, treasurer) _____
- **Activity 2.2.2** Plan and implement New Chapter Officer Training workshop for presidents, treasurers, regional directors, membership and program committee chairmen to be held in three locations, east – west - piedmont, during the summer of even-numbered years (State President, Leadership Committee, Executive Secretary, First Vice President, Second Vice President, Treasurer) _____

Objective 2.3 To encourage leadership at the state and international levels

- **Activity 2.3.1** Use guidelines in state Bylaws and Standing Rules to select a slate of officer nominees for each state biennium (Nominations Committee) _____
- **Activity 2.3.2** Use guidelines in state Bylaws and Standing Rules to appoint committee members and committee chairmen (state president) _____
- **Activity 2.3.3** Encourage all members to seek elected leadership positions by posting information and applications on state website and in *Eta State News* (Nominations Committee) _____
- **Activity 2.3.4** Plan and implement an installation service for state officers at the convention in odd-numbered years (Nominations Committee) _____
- **Activity 2.3.5** Disseminate information to members interested in serving at the international level (state president, Nominations Committee) _____
- **Activity 2.3.6** Encourage members interested in serving on appointed committees at international level to contact state president (Nominations Committee, State President) _____
- **Activity 2.3.7** Seek state support for recommendation of Eta State members to serve in elected positions at the international level (State President, Nominations Committee) _____

Objective 2.4 To maintain quality state services through related personnel and appointed officers

- **Activity 2.4.1** Review and finalize *Personnel Handbook* addressing job descriptions, evaluations, contracts and applications for paid and appointed personnel (Personnel Committee) _____
- **Activity 2.4.2** Conduct performance review of paid personnel (Personnel Committee) _____
- **Activity 2.4.3** Review and provide adequate compensation for all paid personnel positions (Personnel Committee, Finance Committee) _____
- **Activity 2.4.4** Advertise for positions as paid personnel reach the end of their service contracts and make recommendations to the executive board (Personnel Committee) _____

3. Finance

Results

Goal: Improve financial stability of Eta State

Objective 3.1 To fund state organization business and services and maintain records of property

- **Activity 3.1.1** Prepare in odd-numbered years a biennial budget for review, modification and adoption by the executive board at its meeting prior to the state convention (Finance Committee) _____
- **Activity 3.1.2** Supervise any expenditure from the Permanent Fund (Finance Committee) _____
- **Activity 3.1.3** Supervise all investments of state funds (Finance Committee) _____
- **Activity 3.1.4** Provide for an annual audit (Finance Committee) _____
- **Activity 3.1.5** Recommend budget amendments that fund the business of the state organization and reflect responsible spending (Finance Committee) _____
- **Activity 3.1.6** Examine any requests for change in funding (Finance Committee, state president, treasurer) _____
- **Activity 3.1.7** Notify, in writing, chapter treasurers and Finance Committees about responsibilities and retention of records (Finance Committee) _____
- **Activity 3.1.8** Set the state convention registration fee (Finance Committee, state president, convention chairman) _____
- **Activity 3.1.9** Review Headquarters expenses and discuss chapter support of building maintenance (Headquarters Committee) _____

Objective 3.2 To consider non dues revenue

- **Activity 3.2.1** Evaluate the acceptance of any proposed gift and present a recommendation to the executive board for final action (Finance Committee) _____
- **Activity 3.2.2** Appoint an ad hoc committee to investigate the feasibility of generating non dues revenue with proceeds going to Eta State funds (state president) _____
- **Activity 3.2.3** Research impact of non-dues revenue on the state organization (ad hoc Committee) _____
- **Activity 3.2.4** Explore possible non-dues revenue activities/events and guidelines for implementing them (ad hoc Committee, Finance Committee) _____
- **Activity 3.2.5** Study ways to generate revenue for the Leadership Fund until it reaches its required balance of \$50,000. (ad hoc Committee) _____

Objective 3.3 To consider budget line items as requested and as revenue allows

- **Activity 3.3.1** Review committee expenses and requests for project/activity funding submitted by State Committees, due January 30 (Finance Committee) _____

Objective 3.4 To assess and project state funds

- **Activity 3.4.1** Review the state dues structure and membership projections to ensure that the state organization can fulfill its fiscal obligations, adequately compensate its personnel and cover other operating costs (state president, Finance Committee, treasurer) _____

Objective 3.5 To reduce mailing costs

- **Activity 3.5.1** State committee chairmen are encouraged to communicate with their committee members and other Society members electronically (state committee chairmen, webmaster) _____
- **Activity 3.5.2** Increase use of Eta State website to convey state organization information (state treasurer, executive secretary, webmaster) _____
- **Activity 3.5.3** Investigate posting the Eta State News on the state website (Finance Committee, Communications Committee, state editor) _____

4. Expansion

Results

Goal: Increase accessibility of the Society to all NC women educators

Objective 4.1 To increase chapter understanding of Expansion

- **Activity 4.1.1** Provide all chapters with Eta State guidelines and rationale for expansion (Membership/Expansion Committee) _____

Objective 4.2 To collaborate with chapters having a potential for expansion

- **Activity 4.2.1** Visit chapters with more than 85 active members to discuss impact of expansion on the chapter and on the state organization (expansion representative, regional directors) _____

Objective 4.3 To assess chapters for under-involved status

- **Activity 4.3.1** Review chapter attendance at state board meetings, officer/leadership training, conventions and other state events (executive secretary, regional directors) _____
- **Activity 4.3.2** Collect information from chapter reports, noting chapter meeting attendance and involvement beyond the chapter level (committee chairmen, regional directors, state president) _____
- **Activity 4.3.3** Review chapter membership patterns, gain and loss, and report to state president (Membership Committee, regional directors, treasurer) _____
- **Activity 4.3.4** Conduct chapter visits (regional directors, state president) _____

Objective 4.4 To develop Action Plans to strengthen under-involved chapters

- **Activity 4.4.1** Provide information on developing a chapter Action Plan (Planning Committee) _____
- **Activity 4.4.2** Work with chapter president and executive board to develop an Action Plan that reflects the individual strengths and needs of the chapter (Planning Committee, regional directors) _____

Objective 4.5 To identify geographical areas without chapter representation for potential growth

- **Activity 4.5.1** Identify unrepresented areas that may support a new chapter and recommend a method for growing into that area – expansion of an existing chapter or development of a new chapter (regional directors, Research Committee, Expansion representative) _____

5. Marketing

Results

Goal: Increase public awareness of the Society and its members

Objective 5.1 To market the Society and Eta State to members and non members

- **Activity 5.1.1** Publicize the use and distribution of international brochures (Communications Committee, Membership Committee)
- **Activity 5.1.2** Assist chapters in creating their own chapter brochures for distribution (Communications Committee, regional directors)
- **Activity 5.1.3** Encourage chapters to use one item per newsletter from “Create a Buzz” Project (Communications Committee, regional directors)

Objective 5.2 To disseminate information about the Society and Eta State to external markets

- **Activity 5.2.1** Provide press releases for state executive board meetings and state conventions (Communications Committee)
- **Activity 5.2.2** Encourage chapters to submit articles and photographs to local news media (Communications Committee)
- **Activity 5.2.3** Encourage chapters to submit articles and photographs to local legislators (Communications Committee, US Forum representative)

6. Communications

Results

Goal: Strengthen the informational link among members, chapters, regions, state

Objective 6.1 To improve the state’s electronic communication

- **Activity 6.1.1** Maintain Eta State website (Communications Committee, webmaster)
- **Activity 6.1.2** Publicize social networking through Eta State website (Communications Committee, webmaster)
- **Activity 6.1.3** Establish news letter for chapter editors (Communications Committee)

Objective 6.2 To increase members’ knowledge and use of electronic communication

- **Activity 6.2.1** Encourage chapter use of electronic distribution of newsletters (Communications Committee)
- **Activity 6.2.2** Assist chapters in development of chapter websites – target 10 new sites per biennium (Communications Committee, Technology Committee)
- **Activity 6.2.3** Encourage use of Eta State website for getting information about the state organization (Communications Committee, regional directors, state president)
- **Activity 6.2.4** Include technology information in the summer leadership training for new chapter officers (state president, state officers, Leadership Development Committee, Technology Committee)
- **Activity 6.2.5** Offer technology workshops at state convention (Technology Committee)

- **Activity 6.2.6** Develop interactive state report forms for Eta State website (Technology Committee) _____
- **Activity 6.2.7** Post scholarship recipients' remarks on state website to encourage members to apply for scholarships (Scholarship Committee, Technology Committee) _____

Objective 6.3 To improve intra chapter communications through the use of newsletters

- **Activity 6.3.1** Create a database of chapter editor email addresses (Communications Committee) _____
- **Activity 6.3.2** Assist chapters without publications to create newsletters (Communications Committee) _____
- **Activity 6.3.3** Request that chapter presidents exchange chapter newsletters within their region via email (Communications Committee, Regional Directors) _____
- **Activity 6.3.4** Review chapter newsletter excellence guidelines (Communications Committee) _____

Objective 6.4 To improve communication among state committees, chapters, members and state leadership

- **Activity 6.4.1** Publish regular **articles** in the *Eta State News* and/or on the state website that explain the workings of the state organization and answer questions about state practices (*ESN* editor, state president, committee chairmen) _____
- **Activity 6.4.2** Committees continuously update information about events and activities on state website and *Eta State News* (committee chairmen) _____
- **Activity 6.4.3** Respond quickly to questions and requests for assistance from chapter presidents, committee chairmen and other members (all committee chairmen, state officers and personnel) _____
- **Activity 6.4.4** Send timely reports as required and maintain up-to-date records, reports and files (all committee chairmen, state officers and personnel) _____
- **Activity 6.4.5** Implement the use of electronic meeting options in conducting state business (state officers and personnel, committee chairmen) _____
- **Activity 6.4.6** Maintain an email distribution list of chapter presidents, state officers, and committee chairmen (executive secretary) _____
- **Activity 6.4.7** Establish a web-based discussion group for millennial members (those under age 30) and invite these members across the state to participate (state president, Technology Committee) _____

Objective 6.5 To improve the use of technology in the Eta State reporting process

- **Activity 6.5.1** Establish a comprehensive data base of membership information to allow for a variety of sorting options (Planning Committee, Technology Committee) _____

- **Activity 6.5.2** Develop and distribute spreadsheet to chapters for recording membership data (Planning Committee, Technology Committee)

7. Society Impact on Education

Results

Goal: Become informed, respected voices for education

Objective 7.1 To develop a mission statement for Eta State

- **Activity 7.1.1** Draft mission statement and solicit input from state leadership (Executive Committee)
- **Activity 7.1.2** Submit draft to Executive board for additional input (state president)
- **Activity 7.1.3** Submit draft to chapter presidents at New Officer Training for input (state president, Leadership Development Committee)
- **Activity 7.1.4** Present mission statement for approval at 2011 Convention (state president, Planning Committee)

Objective 7.2 To inform members about policy and legislation important to education and educators

- **Activity 7.2.1** Draft a letter to legislators for distribution to all members when legislation is pending on issues of education, women and/or children (Professional Affairs Committee)
- **Activity 7.2.2** Present a US Forum program/workshop at state convention (US Forum representative)
- **Activity 7.2.3** Distribute national legislative news for US Forum Steering Committee to state executive board, committee chairmen, regional directors (US Forum representative)

Objective 7.3 To increase the profile of Delta Kappa Gamma in the community, state and nation by influencing educational policy decision makers

- **Activity 7.3.1** Educate members in appropriate/effective ways to communicate with legislators and state board of education members (Professional Affairs Committee)
- **Activity 7.3.2** Organize an annual Legislative Day in Raleigh (US Forum representative)
- **Activity 7.3.3** Investigate the possibility of working with Regional Directors on a regional event (Professional Affairs Committee, Regional Directors)

Objective 7.4 To increase the profile of Delta Kappa Gamma in NC through state projects

- **Activity 7.4.1** Pursue meaningful state project/s each biennium (Program of Work)
- **Activity 7.4.2** Publish information on state project ideas to be disseminated to chapters (first vice president, Program of Work Committee)
- **Activity 7.4.3** Recognize chapters that initiate programs and activities incorporating the state project (first vice president, Program of Work Committee)

Objective 7.5 To participate in international programs and projects in order to promote global understanding

- **Activity 7.5.1** Distribute ideas for chapters to use in soliciting donations for World Fellowship (World Fellowship Committee)
- **Activity 7.5.2** Keep chapter World Fellowship chairmen informed about state and international projects through email and website (World Fellowship Committee)
- **Activity 7.5.3** Promote communication with World Fellowship Scholarship recipients (World Fellowship Committee)

8. Organizational Effectiveness

Results

Goal: Create an orderly and supportive structure

Objective 8.1 To elevate the effectiveness of the state organization

- **Activity 8.1.1** Obtain member input for state strategic planning (Planning Committee, committee chairmen, regional directors, chapter presidents, state officers)
- **Activity 8.1.2** Submit recommendations or concerns to appropriate committees/officers and monitor action taken (Planning Committee)
- **Activity 8.1.3** Inform members of appropriate ways to recommend changes in state governing documents (Rules Committee, regional directors)

Objective 8.2 To maintain and update chapter and state documents

- **Activity 8.2.1** Determine method to insure consistency and accuracy of the minutes recorded at state meetings (Rules Committee, state president)
- **Activity 8.2.2** Update guidelines for "Sale of Items" (Rules Committee, Finance Committee)
- **Activity 8.2.3** Alert chapters of changes in international and state documents (Rules Committee, regional directors)
- **Activity 8.2.4** Act as resource for chapters revising/writing chapter rules (Rules Committee)
- **Activity 8.2.5** Review chapter rules on a 4 year cycle, next review 2012, to ensure consistency with international and state governing documents (Rules Committee)
- **Activity 8.2.6** Review *Eta State Bylaws* and *Standing Rules* annually and update as appropriate (Rules Committee)
- **Activity 8.2.7** Review proposed state document changes/amendments to ensure compliance with the *Constitution and International Standing Rules* (Rules Committee, parliamentarian)

Objective 8.3 To preserve the rich history of Eta State for future research

- **Activity 8.3.1** Appoint historian to collect, organize and preserve information for the biennium (state president)
- **Activity 8.3.2** Investigate the stability of present archived materials and determine method/s for long-term preservation (Executive Committee, executive secretary, treasurer)

- **Activity 8.3.3** Establish guidelines identifying artifacts to be preserved in chapter/state archives and materials that may be discarded (Executive Committee, executive secretary, treasurer) _____
- **Activity 8.3.4** Maintain current list of archived materials located at Asheboro Headquarters Building (Executive Committee, executive secretary, treasurer) _____

Objective 8.4 To oversee the operation and maintenance of state headquarters' building, grounds and property

- **Activity 8.4.1** Make needed repairs and additions to maintain comfort and safety of facility (Headquarters Committee) _____
- **Activity 8.4.2** Explore ways to keep regular maintenance costs low (Headquarters Committee) _____
- **Activity 8.4.3** Encourage contributions for Headquarters maintenance through *Eta State News* articles and presentation at Chapter Officers Training or Fall Executive Board Meeting (Headquarters Committee) _____

Objective 8.5 To encourage and recognize excellence

- **Activity 8.5.1** Encourage members to nominate women who are "Voices of Influence" beyond the regional level or perhaps a non member for the Founders Award (Founders Award Committee) _____
- **Activity 8.5.2** Establish a chapter excellence award to recognize vibrant chapters to be presented at convention (*state president*) _____
- **Activity 8.5.3** Evaluate chapter newsletters and present awards at state convention (Communications Committee) _____

9. Review & Update Action Plan

Results

Goal: Unite and strengthen Eta State through the use of strategic planning

Objective 9.1 To review and update the current strategic plan

- **Activity 9.1.1** Request state committee objectives and activities for the biennium at the fall Committee Planning Meeting (Planning Committee, committee chairmen) _____
- **Activity 9.1.2** Collect information from state bylaws, standing rules, existing *Strategic Plan* and state president's charges to committees (Planning Committee) _____
- **Activity 9.1.3** Seek chapter presidents' written recommendations for strategic planning (Planning Committee) _____
- **Activity 9.1.4** Develop new format for Action Plan with emphasis on accountability and review (Planning Committee) _____
- **Activity 9.1.5** Distribute copies of Action Plan via email to executive board members for review (executive secretary, Planning Committee) _____

Objective 9.2 To increase awareness and implementation of the Action Plan

- **Activity 9.2.1** Present Action Plan format at fall executive board meeting (Southeast Regional strategic planning representatives) _____
- **Activity 9.2.2** Develop presentation to be used by chapters to inform members of strategic planning (Planning Committee) _____
- **Activity 9.2.3** Review Action Plan objectives/activities to determine their status and recommend changes and/or additions quarterly (Planning Committee, Executive Committee) _____
- **Activity 9.2.4** Post updates of Action Plan on website (Planning Committee, webmaster) _____

Objective 9.3 To encourage the development of Chapter Action Plans

- **Activity 9.3.1** Develop outline for chapter strategic planning (Planning Committee) _____
- **Activity 9.3.2** Act as resource for chapter planning meetings (Planning Committee, regional directors) _____