

January 2012

DELTA KAPPA GAMMA MU STATE FLORIDA: BETA ALPHA CHAPTER STRATEGIC ACTION PLAN
2012-2014 CHAPTER BIENNIUM

PURPOSES

1. To unite women educators of our chapter 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 nonmember 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 STATEMENT

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

OVERVIEW

In response to the need to create a Chapter Strategic Action Plan (CSAP), President, Dr. Peg Dunn-Snow, surveyed the membership in October 2011, asking them to prioritize the major focus areas Beta Alpha Chapter should include in their first CSAP and include the objectives for each area as well as some measurable actions to meet those objectives. Based on the results from the membership survey and the use of the Mu State SAP as a model, a first draft of a CSAP was distributed to the membership in November 2011, soliciting additional suggestions. Prior to the District V Meeting in April 2012 the membership adopted a final draft of the plan (1) ensuring chapter committee charges and goals, had been included in the chapter plan and (2) ensuring that additional actions/activities that would benefit the growth and vitality of the Beta Alpha Chapter, suggested through members feedback, had been included in the plan; and (3) ensuring the first draft of a Beta Alpha Chapter CSAP is based on the Mu State SAP that was passed at the 2010 State Fall Workshop Meeting.

During the next chapter biennium (2012-2014), a permanent sub-committee of the chapter Executive Board, The Chapter Action Planning Team, will be appointed. The team will include a past chapter president, a current chapter officer, a member-at-large, the current treasurer, and the current president. The

.Action Planning Team will be charged with the follow task, to serve as an oversight committee responsible for following the chapter strategic action plan during each biennium , to assure its implementation.

PLANNING PROCESS

The Chapter Strategic Action Plan of the Delta Kappa Gamma Society International, Beta Alpha Chapter, provides for a continuous review and updating of identified action programs that implement the seven purposes and the mission of the Society. The status of the major areas of focus, objectives and activities are to be reviewed regularly at meetings of the Chapter Action Planning Team. All areas will be reviewed and the activities will be determined to be: **Accomplished, Continued, In Progress, Renewed, and/or Revised.** As the Chapter Action Plan is updated and major areas of focus, objectives or activities are added, revised, deleted or continued, the latest review/revision date will be noted.

KEY FOR RECORDING RESULTS

New

Renew

Revise

Accomplished

The plan is divided into major areas of focus, objectives, and activities. Suggested personnel and committees responsible are listed. **The first four areas of focus were identified by the members through a membership survey in the fall of 2011 and the most important areas for the chapter to address in the next chapter biennium (2012-2014).**

AREAS OF FOCUS:

1. Membership

Objective 1 Increase initiation of new members in 2012 by at least 50% (6 members) over last year

Results NEW

Activity 1.1.1 Continue to Invite potential members to chapter meetings
(All Members)

Activity 1.1.2 Continue to Invite potential members to an annual orientation meeting in August of each year
(All Members, Chapter Membership Chair, Chapter President, Chapter Treasurer)

Activity 1.1.3 Continue to Publish and provide a chapter brochure to potential members along with copies of the current International brochure
(Chapter Membership Chair, Communications Committee)

Activity 1.1.4 Consider reducing the chapter dues for 2012-2013
(Chapter Officers and Members of the Executive Committee)

Activity 1.1.5 Encourage each active member to initiate two new members during a biennium
(All Members)

Activity 1.1.6 Encourage and emphasize diversity in member selection
(Chapter Membership Chair)

Objective 2 Increase retention of members 5% each biennium

Results NEW

Activity 1. 2. 1 Continue to Honor 25, 30, 40, and 50 year members annually at the chapter birthday meeting
(Chapter Membership Chair, Chapter President)

Activity 1. 2. 2 Continue to Honor 50, 55, 60 year members annually by asking for a written recognition from the state president
(Chapter Membership Chair, Chapter President)

Activity 1. 2.3 Continue to Present a service pin to the members with 25, 30 and 40 year membership
(Chapter Membership Chair, Chapter President, State President, State Executive Secretary, Chapter reports)

Activity 1. 2.4 Include a team-building activity during, at least one chapter meeting each year
(Chapter 1st Vice President, and Chapter Program Chairs)

Activity1. 2. 5 Continue to Acknowledge each member by sending birthdays from the chapter
(Chapter Corresponding Secretary)

Activity1. 2. 6 Mentor new members by taking them to local, district and state meetings.
(Member Sponsors)

Activity1. 2.7 Send a personal letter of welcome to each initiate and reinstated member with an invitation and encouragement to participate in the next local and district or state event.
(Chapter Membership Chair)

Activity1. 2.8 Develop process to keep contact information on dropped members and encourage personal contact at least once a biennium to encourage reinstatement.
(Treasurer, Chapter Membership Chair)

Activity 1. 2.9 Encourage members/committees to present workshops at state and district meetings.
(Chapter President & 1st Vice President of Mu State)

2. Programs

Objective 1 Provide programs that offer a variety of venues

Results ACCOMPLISHED, RENEW, REVISED

Activity 2.1.1 Continue to Schedule meetings in different geographical areas of the county
(Chapter Officers and Members of the Executive Committee)

Activity 2.1.2 Continue to Schedule some meetings in members' homes
(Chapter Officers and Members of the Executive Committee)

Activity 2.1.3 Continue to Survey chapter members annually to assess program needs and successes.
(Chapter President, Chapter 1st Vice President)

Activity 2.1.4 Continue to Encourage professionalism of members and increase professional activities within the organization by utilizing members as program speakers at chapter meetings ,asking them to present on their areas of expertise in education
(Chapter 1st Vice President and Program Committee Chairs)

Activity 2.1. 5 Seek out guest speakers in the community to give presentations at meetings on prominent issues in education today.
(Chapter 1st Vice President and Program Committee Chairs)

Activity 2.1.6, Continue to Provide opportunities for members to participate in community service projects, including literacy projects that impact students

(Chapter 1st Vice President and Program Committee Chairs)

Activity 2.1.7 Continue to Provide opportunities for members at each meeting to conduct a fundraiser for the Mu State Emergency Fund, the International Scholarship Fund, or a special International project (Example: Schools for Africa)

(Chapter Officers and Members of the Executive Committees)

3. Leadership Development

Objective 1 To provide leadership-training opportunities for in-coming chapter officers

Results NEW

Activity 3.1.1 Continue to Mentor incoming chapter officers for one year prior to them taking office.

(Chapter Officers)

Activity 3.1.2 Incoming chapter officers will attend District workshops in the spring of even numbered years. *(Chapter President, First Vice President, Corresponding and Recording Secretaries, Treasurer, chapter committee chairs)*

Activity 3.1.3 Continue to Encourage and support financially incoming chapter officers to participation in the Mu State Leadership Development Seminar

(Chapter Officers and Members of the Executive Committee)

Activity 3.1.4 Continue to Update Chapter Rules to reflect changes in responsibilities among chapter leaders

(Chapter President Immediate Past President, Chapter 1st Vice President)

Activity 3.1.5 Update Chapter Strategic Plan to reflect the current goals and objects for the next chapter biennium

(The Chapter Action Planning Team)

Activity 3.1.6 Continue to Plan and implement a joint chapters installation ceremony at the District Founders' Day Meeting in even-numbered years.

(Chapter Presidents District Director)

Objective 2. To provide leadership training opportunities to all chapter members

Results ACCOMPLISHED, RENEW

Activity 3.2.1 Continue to Encourage members to participate in the annual state Fall Workshop and Executive Board Meeting.
(Chapter Officers and Members of the Executive Committee)

Activity 3.2.2 Continue to Encourage members to participate in the a biennial District meeting
(Chapter Officers and Members of the Executive Committee)

Activity 3.2.3 Continue to Encourage members to participate in the biennial state convention
(Chapter Officers and Members of the Executive Committee)

Activity 3.2.4 Continue to Encourage all members to seek appointed leadership positions such as treasurer or a committee chair ,
(Chapter President)

Activity 3.2.5 Continue to Encourage new members to serve on chapter committees.
(Chapter President, Chapter Committee Chairs)

Activity 3.2.6 Continue to Encourage discussion about the work of state committees as part of a chapter meeting and refer those Interested in serving at the state level to district directors and/or State President.
(Chapter President, Chapter 1st Vice President, District Director, State President)

Activity 3.2.7 Continue to Utilize members as speakers and workshop presenters at chapter meetings. Encourage the involvement of newer members. (Chapter President, Chapter 1st Vice President and Chapter Program Chairs))

4. Mentoring Early Career Educators

Objective 1 Support Early Career Educators

Results ACCOMPLISHED, RENEW, REVISED

Activity 4.1.1 Continue to Encourage members to participate in the DKG International initiative Teachers Helping another Teacher (THAT) and keep a tally of the hours devoted to mentoring on a weekly basis.
(All Members who are working with early career educators)

Activity 4.1.2 Encourage members to support early career educators through their beginning years through online support such as Emails or Skype.
(All Members who are working with early career educators)

5. Communications

Objective 1 Improve communications between members

Results ACCOMPLISHED, RENEW, REVISED

Activity 6.1.1. Continue to Publish four chapter newsletters annually in an electric format
(*Communications Committee: Newsletter Editor*)

Activity 6.1.2 Continue to Maintain a chapter, website and Facebook.
(*Chapter Communications Committee Website and Facebook Administrator*)

Activity 6.1.3 Continue to Post an annual Chapter Yearbook by the December 1 of each year on the chapter website
(*Chapter Communications Committee: Website Administrator*)

Activity 6.1.4 Continue to Send members an updated chapter directory after the official chapter roster s has been received from International and send updates to the directory when needed
(*Chapter President or Chapter Membership Chair*).

Activity 6.1.5 Continue to Send Evite to members for all chapter programs
(*Chapter 1st Vice President*)

Activity 6.1.6 Continue to Send Emails with updates when needed to members and/or officers and members of the Executive Committee
(*Chapter President*)

Activity 6.1.7 Members will response to Evites or emails, asking for replies within 72 hours.

Objective 2 Improve communications from Mu State to chapter members

Results RENEW

Activity 6.2.1 Continue to Forward group e-mails to all chapter members within a 24 hour time frame received from Mu State officers and committee chairs
(*Chapter President*)

Objective 3 To improve communication and accountability between state and chapter committees, as well as state leadership

Results ACCOMPLISHED, RENEW

Activity 6.3.1 Continue to Encourage members to gain a better understanding of state organization work by reading the published articles in the *Florida Rays* and/or on the state website that explain and/or answer questions about state activities in particular areas of responsibility.

(Chapter Communications Committee, Chapter President)

Activity 6.3.2 Continue to Send timely reports as needed, and maintain up-to-date records, reports and files.

(Chapter President, Chapter Treasurer)

Activity 6.3.3 Continue to Respond quickly to questions and requests for assistance from chapter members.

(Chapter Officers, Members of the Executive Committee)

6. Marketing

Objective 1. Market the Society to members and non-members

Results ACCOMPLISHED, RENEW, REVISE

Activity 5.1.1 Continue to provide members with copies of the chapter and International brochures

Activity 5.1.2 Continue to Encourage all members to continue “creating a buzz” regarding the Society

(All Members Chapter Communications Chair and Committee)

Activity 5.1.3 Submit one Press-release about chapter activities during each chapter biennium

(Chapter President, Chapter Communications Chair and Committee)

7. Organizational Effectiveness

Objective 1 Evaluate the effectiveness of the chapter

Results ACCOMPLISHED, RENEW

Activity 7.1.1 Continue to Obtain members input for chapter strategic planning.
(Chapter President, Chapter Strategic Action Planning Team)

Activity 7.1.2 Continue to Request/recommend changes as needed in the Chapter Rules document.
(Chapter President, Members of the Executive Committee)

Activity 7.1.3 Continue to Participate in the District Coordinating Council Meeting
(Chapter President, Treasurer, and Membership Chair)

Objective 2 Preserve the history of the chapter

Results RENEW

Activity 7.2.1 Write chapter history for each chapter biennium and update as needed.
(Chapter President)

Activity 7.2.2 Put all materials in the chapter scrapbooks on DVDs
(Chapter Archives Committee).

Objective 3 Maintain updated chapter and state documents

Results ACCOMPLISHED, RENEW

Activity 7.3.1 Continue to Update chapter standing rules every 2 years and submit for evaluation to the state ByLaws Committee
(Chapter President and Members of the Executive Committee)

Activity 7.3.2 Continue to Submit chapter standing rules at district meetings to determine if chapters are in compliance with International and state documents
(Chapter President and Members of the Executive Committee)

Objective 4 Encourage and recognize excellence in chapter members

Results ACCOMPLISHED, RENEW

Activity 7.4.1 Continue to Recognize members' excellence in chapter newsletters, on the chapter website and Facebook Group Page, and at chapter meetings

(Chapter President and Communications Committee: Newsletter Editor and Website and Facebook Administrator)

8. Society Impact on Education and Chapter Projects

Objective 1 Inform members about policies and legislation important to education and educators

Results ACCOMPLISHED, RENEW

Activity 8.1.1 Continue to Encourage members to become more informed on educational topics.

(Chapter President & State Educational Excellence Committee: Legislation)

Activity 8.1.2 Continue to Encourage members to attend the U.S. Forum Legislative Seminar held biennially in Washington, D.C.

(Chapter President & Educational Excellence Committee:-Legislation)

Activity 8.1.3 Continue to Distribute national legislative news from U.S. Forum Steering Committee to state Executive Board members.

(Chapter President & Educational Excellence Committee: U.S. Forum representative)

Objective 2 Encourage chapters/members to continue contributions to World Fellowship

Result ACCOMPLISHED, RENEW

Activity 8.2.1 Continue to Disseminate ideas for "painless" and fun ways to donate at each chapter meeting.

(1st Vice President, Meeting Chairs)

9. Finance

Objective 1 To fund chapter business and services and maintain records of property

Results ACCOMPLISHED, RENEW

Activity 9.1.1 Continue to Recommend one-year budget and budget amendments that fund the business of the chapter organization and reflect responsible spending.

(Chapter Finance Committee, Chapter Treasurer, Chapter Officers)

Activity 9.1.2 Continue to Offer incentives to participants at State conventions

(Chapter Officers and Members of the Executive Committee)

Objective 2 Decrease mailing costs

Results ACCOMPLISHED, RENEW

Activity 9.2.1 Continue to Publish the Beta Alpha Banner Newsletter on the chapter website instead of in hard copy, except for those members with no Internet access.

(Communications Committee: Newsletter Editor)

Activity 9.2.2 Continue to Send all appropriate Executive Committee materials by email, except for those members with no internet access.

(Chapter Officers and Members of the Executive Committee)

Objective 3 Assess and project Mu State funds

Results RENEW

Activity 9.3.1 Continue to Review the chapter dues structure and membership projections to ensure that the Chapter is able to fulfill its fiscal obligations, adequately and cover operating costs.

(Chapter Finance Committee, Chapter Treasurer, Chapter Officers)

10. Review/Update of Action Plan

Objective 1 Provide for the review and update of the Chapter Strategic Action Plan by the Action Planning Team,

Results NEW

Activity 10.1.1 Provide each chapter members with an e-mail copy of the current plan.

(Chapter President, Action Planning Committee)

Activity 10.1.2 Review all objectives and activities of the action plan at Executive Committee Meetings.

(Chapter Officers, Members of the Executive Committee)

Activity 10.1.3 Post the updated Strategic Action Plan on the chapter website.

(Action Planning Committee, Communications Committee: Webmaster)

Activity 10.1.4 Invite responses and suggestions for future modifications from all members.

(Chapter President; Action Planning Committee)

NEXT STEPS

1. The CSAP will be formally presented to the members for approval before the District V Meeting in April 2012.
2. The plan will be followed during the next chapter biennium, starting in July 2012
3. The 2012-2014 Chapter President will appoint an Chapter Action Planning Committee in July 2012. It is recommended that the Chapter Action Planning Committee include a chapter past president, a current chapter officer, and a member-at-large, the current treasurer, and current president. The team will be flexible in size, bringing in others to add their expertise as needed.
4. Members of the team will be charged to serve as an oversight committee responsible for following the chapter strategic action plan during each biennium, to assure its implementation.
5. The Committee will meet during the fall of each year to incorporate the charges to the plan suggested by the members during the spring of each year on the annual membership survey. The final draft of the Chapter Strategic Action Plan (CSAP) will then be posted on the Beta Alpha website and sent to members via email in the fall each year.