

Program of Work 2012-2013

I. Information/Communication

A. **Project: Welcome letter to new members by email**

Responsibility: President

Completion: November 2012

Results: Completed through Quarterly Update in September

B. **Project: Letter(s) to general membership by e-mail**

Responsibility: President

Completion: November 2012

Results: Completed through Quarterly Update in September

C. **Project: Continue Guidance Quarterly Update and post on website and email to members (October, December, February, and May)**

Responsibility: Reporter/Advisor/ Executive Committee

Completion: Ongoing Fall 12/Spring 13

Results: Update was sent out by email and resides on website for: October, February and May.

D. **Project: Update website**

Responsibility: Reporter/Executive Committee

Completion: Fall 2012/Spring 2013

Results: Several updates through out the year. Webmaster paid for services in January.

E. **Project: Update pictorial directory**

Responsibility: Vice President/Membership Committee/Advisor

Completion: Fall 2012 and Spring 2013

Results: Updated throughout the year. Did not go out in May as planned due to technical difficulties. Targeting early Fall 2013 for release.

F. **Project: Assist with Career Poetry/Poster Contest**

Responsibility: Executive Committee/Reporter

Plans: Reporter will highlight contest with changes in entry procedure through email and web site. Deadline for National Entry is Dec. 30, 2012. Judging will be done by executive committee.

Completion: Jan.2013

Results: State contest was held in December. Entries sent off to nationals by deadline. Oklahoma had two national winners in the poster contest.

II. Growing the Association

A. **Project: New Member Orientation in conjunction with New Teacher Academy**

Responsibility: Vice President/Executive Committee

Completion: July 2013

Results: Completed in July at ODCTE. Twenty two participants attended.

B. **Project: Online connections/member connections**

Responsibility: Executive Committee

Plans: Explore developing an online resource (texting) for current and new members. Promote Facebook page. Would include but not limited to: survey membership for soliciting members for "online" contacts for specific topics. Executive members phone new members. Business meeting – ice breaker activity at first. Encourage committee membership.

Results: On-going

C. Develop workshop for membership for Spring 2013. Possible topics: Working with Ex-offenders, stress relief, keeping up morale and working with integrity etc.

Plans: Survey topics of interest, secure speaker, location, date. Promote through website and agency.

Responsibility: Executive Committee and Membership Committee

Results: SPA day was held April 5. We had COLORS training and a motivational closing speaker. Forty plus members attended. No evaluations were taken at that time; however, informal feedback was very positive. Will look at adding evaluations next year.

D. Project: Continue Guidance Member Mini Grant for Professional Development

Responsibility: Executive Committee

Plans: Market it through Guidance Quarterly, website, president letters to memberships. Changed due dates. Will judge applications in conjunction with scheduled fall and spring meetings.

Completion: December 2012/June 2013

Results: Reminders in Quarterly - none selected in December/June.

III. Leadership

A. Project: Encourage membership to pursue officer positions as well as state and national OkACTE officer/representative positions

Responsibility: Past President/and Executive Committee

Completion: May and August 2013

Results: On going.

B. Explore Leadership Program

Responsibility: Executive Committee

Completion: June 2013

Results: Explore further. Look at SC session or SPA day session.