

Program of Work 2013-2014

Information/Communication

A. Welcome Letter to new members by email

Responsibility: President
Completion: December
Results: Delivered in Guidance Update in December, 2013

B. Letter(s) to general membership by email

Responsibility: President
Completion: December
Results: Delivered in Guidance Update in December, 2013

C. Continue Guidance Update and post on website/email to members. Targeted dates: October, December, February, and May

Responsibility: Reporter/Advisor/Executive Committee
Completion: December, February, May
Results: November, March, July

D. Update Website

Responsibility: Reporter/Executive Committee
Completion: Fall 2013/Spring 2014
Results: Updated throughout year

E. Update pictorial directory

Responsibility: Vice President/Advisor
Completion: Fall 2013
Results: Work in progress (technical difficulties with registration system)

F. Assist with Career Poetry/Poster Contest on promotion, marketing, and judging.

Responsibility: Executive Committee/Advisor/Reporter
Completion: Fall 2013
Results: Completed Dec. 2013.

Growing the Association

A. New Member Orientation in conjunction with New Teacher Academy

Responsibility: Vice President/Advisor
Completion: July 2014
Results: Completed

B. Grow PAC membership

Responsibility: Executive Committee/Advisor/PAC Representative
Completion: Ongoing
Results: Monitor and check PAC statistics

C. Continue with Spring Workshop for Guidance Members. Develop survey to get feedback on what the members would like.

Responsibility: Executive Committee/Advisor/President Elect
Completion: Fall 2013 for survey; Spring 2014 for Workshop
Results: Survey completed and sent by email to members. Feedback used for planning of Spring 2014 workshop. Completed-Ratings:
Very Good (Highest attendance- 80+)

D. Continue Guidance Member Mini Grant for one more year

Responsibility: Executive Committee
Completion: June 2014
Results: No applications received

Leadership

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

Responsibility: Executive Committee/Advisor/Past President
Completion: Ongoing
Results: Jan Bell, National ACTE Vice President
Guidance and Career Development