

Program of Work 2015-2016

Information/Communication

A. Welcome Letter to new members by email

Responsibility: President
Completion: December (this may be email or may go into first Guidance Update)
Results:

B. Letter(s) to general membership by email

Responsibility: President
Completion: December (this may be email or go into first Guidance Update)
Results:

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

Responsibility: Reporter/Advisor/Executive Committee
Completion: Re-instate Guidance Updates/last one in May
Results:

D. Update Website

Responsibility: Reporter/Executive Committee
Completion: Re-establish contact with webmaster/ Complete in Fall 2015 and again in Spring 2016
Results:

E. Update pictorial directory

Responsibility: Vice President/Advisor
Completion: 1st draft completed Fall 2015; final draft completed and sent out in Spring 2016
Results:

Growing the Association

A. New Member Orientation in conjunction with New Student Services Academy

Responsibility: Vice President/Advisor
Completion: July 2016
Results:

B. Grow PAC membership

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

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 2015 for Survey and Spring 2016 for Workshop
Results:

D. Continue Guidance Member Mini Grant for one more year

Responsibility: Executive Committee
Completion: Fall – 2015/June - 2016
Results:

E. Continue implementation of divisional Summer Conference planning session

Responsibility: President-elect/Advisor/SC planning committee
Completion: May 2016
Results:

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:

B. Invite state congressional representatives to campus

Responsibility: Executive Committee
Completion: May 2016
Results: