



Razorback Chapter FY12 Business Plan

2011-2012 Chapter Officers and Committee Chairs

CHAPTER BOARD OFFICERS

PRESIDENT

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TREASURER

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PRESIDENT-ELECT

Debbie Blume, CAP-OM
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SECRETARY

April Martin
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COMMITTEES

Board Member Representatives are designated in **color**.

Administrative Professionals Week/Day

Article V - Committees - Section 4 - Responsibility

All committees except the Committee on Nominations shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

Shall plan and publicize activities taking place during APW. The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

Chair: **Debbie Blume, CAP-OM**

Members: **Sandy Hancock, CAP**

Ruth Hirsch

Janet Moulden

Bylaws, Standing Rules and Procedures

Article V - Committees - Section 4 - Responsibility

All committees except the Committee on Nominations shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

- 1) *Shall maintain conformity in Chapter Bylaws, Standing Rules with the International Bylaws, Standing Rules and Division Bylaws, Standing Rules.*

- 2) *May propose amendments and resolutions.*
- 3) *Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Chapter and submit them together with the committee's recommendations and the reasons for the recommendations with these Bylaws.*
- 4) *Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for approval as amended or at least every four years.*
- 5) *Shall assist the Board of Directors in preparing and submitting amendments to the International and/or Division Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter.*

Chair: **Debbie Blume, CAP-OM**

Members: **Sandy Hancock, CAP**
Sharon Harvey
Marilyn Smith

Certification

Article V - Committees - Section 4 - Responsibility

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The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

Chair: Stephanie McGuire, CAP-OM

Members: **Debbie Blume, CAP-OM**
Linda Dizney, CAP-OM
Sandy Hancock, CAP

Education and Program

Article V - Committees - Section 4 - Responsibility

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The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

- A. *Shall keep itself abreast of the latest information concerning the office professional field and shall present that information to the membership through educational study sessions, reports, and the selection of topics and speakers for programs at regular monthly meetings.*
- B. *May plan other Chapter related functions.*
- C. *Shall work closely with the CAP and CAP-OM Service Committee.*
- D. *Shall prepare Certificate of Appreciation for each speaker to be given at the meeting of presentation.*

Chair: **Sandy Hancock, CAP**

Members: **Debbie Blume, CAP-OM**
Sharon Harvey

Ruth Hirsch
Bernardine Vanderlip

Financial Review Committee

to be appointed by the president

Historian

Article V - Committees - Section 4 - Responsibility

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Maintain and keep up to date the Chapter scrapbook. Bring to each Chapter meeting. The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

Chair: Stephanie McGuire, CAP-OM
Members: Sharon Harvey

Legacy/Retirement Trust Foundation (RTF)

Article V - Committees - Section 4 - Responsibility

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The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

- A. *Retirement Trust Foundation which communicates to the Chapter information concerning the Retirement Trust Foundation and facilitate the achieving of the Foundation's goals through Chapter participation.*
- B. *Research and Educational Foundation which communicates to the Chapter information regarding the Research and Educational Foundation and facilitates the achieving of the Foundation's goals through Chapter participation.*
- C. *Student Chapter Program which communicates to the Chapter information concerning the Student Chapter Program and facilitates the achieving the Program's goals through Chapter participation.*

Chair: **Linda Dizney, CAP-OM**
Members: **Sandy Hancock, CAP**

Membership

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The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

- 1) *Shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership.*

2) *Provide orientation for new members making them feel a part of the association and acquainting them with the functions of IAAP at all levels.*

Chair: Linda Dizney, CAP-OM
Chair-Elect and Member: Stephanie McGuire, CAP-OM
Members: Tamara Ellenbecker
Marilyn Smith

New Chapter Building/Student Committee

Article V - Committees - Section 4 - Responsibility

All committees except the Committee on Nominations shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

Encourage and look for opportunities in which to build new IAAP chapters. The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

Chair: **Linda Dizney, CAP-OM**
Members:

Newsletter

Article V - Committees - Section 4 - Responsibility

All committees except the Committee on Nominations shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

Shall publish monthly and distribute to membership and the webmaster. The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

Chair: **April Martin**

Nominations

The Nominations Committee shall submit to the members a slate of one or more candidates for each office at the April meeting.

Chair: Sharon Harvey
Members: **Debbie Blume, CAP-OM**

Publicity

Article V - Committees - Section 4 - Responsibility

All committees except the Committee on Nominations shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

Committee shall publicize Chapter activities through releases to the press and other media. The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

Chair: **Marilyn Smith**

Ways and Means

Article V - Committees - Section 4 - Responsibility

All committees except the Committee on Nominations shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

Shall devise and promote projects to raise funds to further the objectives of IAAP and the Chapter. The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

Chair: Sharon Harvey
Members: **Sandy Hancock, CAP**

Website

Article V - Committees - Section 4 - Responsibility

All committees except the Committee on Nominations shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

Shall be responsible to maintain the Chapter's website with current information. The committee chair should plan to attend the monthly board meetings, if possible, to report on committee activities.

Chair: **Sandy Hancock, CAP**
Members: **Debbie Blume, CAP-OM**

BUSINESS PLAN

- I. Broaden the scope of the chapter.
 - A. Achieve a streamlined, responsive and flexible organizational structure.
 1. Review which committees are essential to the operation and marketing of the chapter and eliminate unnecessary activities.
 2. Develop and implement a leader succession plan to groom members for holding a leadership position. (officers and chairs)
 3. Streamline the bylaws to allow for maximum flexibility.
 4. Review and update mentoring program.
 - a. Solicit and assign mentors and mentees.
 - B. Expand the membership base.
 1. Examine ways to expand membership into the business community of administrative professionals as defined by IAAP.
 2. Create and expand programs and services to encourage membership growth.
 3. Establish an annual membership recruitment goal.
 - a. Clarify that membership recruitment and retention is each members' responsibility.

- b. Utilize the chapter Membership Committee to identify, plan and implement at least one membership recruitment programs a year, involving all chapter members.
 - c. Evaluate each membership recruitment program at its conclusion and report to the membership.
 - C. Clearly communicate the value of membership.
 - 1. Impart the tangible and intangible benefits of membership (orientation) and review the communication plan to membership.
 - 2. Significantly improve the overall communications of the chapter.
 - a. Streamline e-mail communications; update website regularly and incorporate social media into communications.
- II. Meet the educational and professional development needs of current and prospective members.
 - A. Encourage participation in the Certification Program.
 - 1. Make potential members aware of the certification programs and their value in career development.
 - 2. Provide current members with adequate information and encouragement in seeking certification.
 - 3. Offer review course for interested members and prospective members.
 - B. Provide a broad range of educational and professional development programs at chapter meetings and seminars throughout the year.
 - C. Explore ways to promote educational and professional development opportunities in the community
- III. Enhance the image and prestige of the chapter.
 - A. Develop a speakers bureau
 - B. Develop and disseminate a communication piece to the members' supervisors which tells about the chapter and the value members' participation.
 - C. Send flyers by email or personal contact with meeting information to members and prospective members.
 - D. Provide monthly press releases.
 - E. Post to the Razorback Chapter's website.
 - F. Publish news in the chapter newsletter, brochure and new member packets.
 - G. Increase participation in community activities to increase chapter visibility.
 - 1. Participate in community service projects.
 - H. Share job opportunities with membership.
 - I. Explore student chapter possibilities.
- IV. Award and Recognize Members
 - A. Provide Certificate of Attendance at the chapter's annual meeting.
 - B. Recognize Committee Chairs and Committee Members at the annual meeting.
 - C. Recognize members in the newsletters to recognize successes and birthdays.

- D. Conduct recruitment (contest(s) throughout the year.
 - 1. Top Recruiter Award
 - 2. Membership Recruitment Meeting Contests
- E. Question of the Month Program