AEA Retired Committee Planning 2011-2012

Chapter Development

Charge 1

Activity: discuss best practices manual; **Start Date & Completion Date:** Sept. 14; **Criteria for Success:** draft manual; **Person Responsible:** committee; **Resources Needed:** papers supplied by Gary

Activity: produce finished manual; **Start Date:** Sept. 14; **Completion Date:** October 14; **Criteria for Success:** finished manual; **Person Responsible:** Suzan; **Resources Needed:** time to keyboard

Charge 2

Activity: create training manual for Chapter Chairs; **Start Date:** Sept. 14; **Completion Date:** Oct. 14; **Criteria for Success:** completed manual distributed and available online; **Person Responsible:** Suzan A. & committee; **Resources needed:** printed manual; also online

Activity: have committee chairs meet in Sept. 2012 at Committee Day for AEA-R; **Start & Completion Date:** Sept. 2012; **Criteria for Success:** Chapter Chairs attend meeting; **Person Responsible:** Gary & Chapter Chairs; **Resources Needed:** Committee Day schedule

Activity: state chair attends meetings statewide to provide support system; **Start Date:** Sept. 14; **Completion Date:** May 30, end of meetings for 2011-2012; **Criteria for Success:** chairs continue, or people start new chapters; **Person Responsible:** Gary; **Resources Needed:** time & schedules, plus travel funds

Activity: Chapter Chairs attend other chapter meetings: **Start Date:** Sept. 14; **Completion Date:** May 30, end of 2011-2012 meetings; **Person Responsible:** Chapter Chairs; **Resources Needed:** schedules of meetings

Activity: Chapter Chairs attend AEA-R Board meetings; **Start Date:** Sept. 14; **Completion Date:** monthly; **Criteria for Success:** attendance; **Person Responsible:** Chapter Chairs or representatives; **Resources Needed:** AEA-R Board schedule

Activity: Chapter Chairs communicate with each other; **Start Date:** Sept. 14; **Completion Date:** continuous; **Criteria for Success:** increased membership in chapters; **Person Responsible:** Chapter Chairs; **Resources Needed:** e-mail addresses, Facebook, phone numbers

Activity: survey Chapter Chairs asking for needs & successes; **Start Date:** Jan. 1, 2012; **Completion Date:** yearly; **Criteria for Success:** reports from Chapter Chairs; **Person Responsible:** Chapter Chairs & Gary; **Resources Needed:** e-mail/mailed surveys; PR Committee can create & send survey

Charge 3

Activity: list speakers & topics used in past; **Start & Completion Date:** Sept. 14; **Criteria for Success:** completed list in manual along with form from AEA to request a speaker; **Person Responsible:** Gary; **Resources Needed:** lists completed by Gary of speakers/topics used in past at chapter meetings

Activity: publish manual with list; **Start Date:** Sept. 14; **Completion Date:** Oct.14; **Criteria for Success:** completed manual to distribute to Chapter Chairs with lists; **Person Responsible:** Suzan; **ResourcesNeeded:** lists from Gary