

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: President-Elect

Commissioner/Board Position: Erik Melis/President-Elect

Year (e.g., 2005-06): 2005-06

Committee Members:

N/A

Standard Goal 1: Promote cohesion among committee work across fiscal years to develop future leaders within the Association and ensure continuity. (Strategic Plan Reference: Section 4.1 A (3), 4.1 C (1), and 4.2 A (1,3))

Objective 1 (*HOW the committee plans to achieve the stated goal*): **Will work to identify potential 06-07 committee chairs as early as possible to permit installing them as Junior Chairs for 05-06 to facilitate continuity in committee work from one year to the next** _____

Status Reports of Objective 1 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: 08-12-2005

Report: Have already identified chairs for 2006-2007 for Newsletter, Public Relations, Electronic Services (potential), Budget and Finance (potential), Membership, Conference, Archives and am working on several others _____

Date: 11-03-2005

Report: Still working on identifying additional committee chairs for 2006-2007. Have added Training Committee and Vendor/Sponsor Chairs for 2006-2007. Due to change in employment for one individual, will have to find new chair for Public Relations Committee. _____

Date: 01-23-2006

Report: Continuing to work on trying to finalize potential committee chairs for 2006-2007 _____

Objective 2 (*HOW the committee plans to achieve the stated goal*): **Will work to get new members or previously less active VASFAA members involved in committee work to help facilitate the development of new leaders in the association** _____

Status Reports of Objective 2 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: 08-12-2005

Report: Public Relations chair for 2006-2007 is one of this year's new members. Am looking at several other new members for other committee chair positions as well. Am also serving as mentor for several new members and have been in contact with other new members since the conference to keep their energy high. _____

Date: 11-03-2005

Report: Continue to look for new members that can be recruited as Chairs for 2006-2007. Due to a change in employment, I will need to identify a new chair for Public Relations. _____

Date: 01-23-2006

Report: Continuing to look for opportunities to get new members involved in committee work for 2006-2007. _____

Standard Goal 2: Work in conjunction with the President on VASFAA related issues to be prepared to take over the Presidency in the following year, or immediately in the absence of the current President. (Strategic Plan Reference: Section 4.1 C)

Objective 1 *(HOW the committee plans to achieve the stated goal):* **Will communicate with President on routine basis to determine the scope/nature of any VASFAA related work that I can assist with in preparing to take over as President next year** _____

Status Reports of Objective 1 *(Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):*

Date: 08-12-2005

Report: Have been in regular contact with the President about outstanding issues. _____

Date: 11-03-2005

Report: Continue to be in close contact with President about any outstanding issues. _____

Date: 01-23-2006

Report: Continue to work with the President closely as issues or concerns arise _____

Objective 2 *(HOW the committee plans to achieve the stated goal):* **Will review thoroughly the VASFAA P&P Manual and the VASFAA Operation Calendar to determine the scope of tasks that I should be completing to prepare myself for the Presidency next year** _____

Status Reports of Objective 2 *(Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):*

Date: 08-12-2005

Report: Review in progress and will continue on on-going basis _____

Date: 11-03-2005

Report: Review in progress and will continue on on-going basis _____

Date: 01-23-2006

Report: Review in progress and will continue on on-going basis _____

Objective 3 (HOW the committee plans to achieve the stated goal): Will plan to attend the SASFAA Presidents-Elect workshop, the NASFAA Presidents-Elect Leadership Conference, and the SASFAA Transitional Board meeting in February, March, and June respectively to prepare me for the Presidency in 2006-07

Status Reports of Objective 2 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 08-12-2005

Report: No status to report at this time _____

Date: 11-03-2005

Report: Have made preliminary contact with SASFAA about the Presidents-Elect workshop and with NASFAA about the Leadership Conference. Will also be attending the SASFAA Long Range Planning meeting later this month and the VASFAA Leadership Symposium in Blacksburg later this month. _____

Date: 01-23-2006

Report: Was unable to attend SASFAA Long Range Planning retreat due to illness but was in attendance at VASFAA Leadership Symposium in Blacksburg. Have also received registration materials for NASFAA Leadership Conference and information related to the SASFAA Presidents-Elect workshop at the SASFAA Conference next month _____

BUDGET

<u>Item (Broad general categories)</u>	<u>Cost</u>
Miscellaneous travel _____	\$500.00 _____
_____	_____
_____	_____

Board Approved Amount: \$ 500.00

Date: 6/14/2005

(Use separate sheet if necessary.)