

2020 WWA Action Plan for Executive Committee

GOAL	Sponsor	Supporting Tasks	Q1	Q2	Q3	Q4	"Outcomes" by end of year
A. Establish Action Plan system for WWA	Ross?	<ol style="list-style-type: none"> 1. Provide guidance & templates for Action plan 2. Committees develop 2020 action plan 3. Survey Chapters on what they need to be successful and incorporate as appropriate 4. Consolidate committee plans into comprehensive Plan 5. Integrate committee reporting into full board meetings 					<ul style="list-style-type: none"> o A "formal" roadmap of WWA plans, and specific accomplishments linked to individual staff, director or volunteers o A baseline of chapter needs to incorporate into FY 2021 planning (If not before)
B. Develop and implement Director "Making a Difference" commitment approach	Nelson?	<ol style="list-style-type: none"> 1. Draft explanation and letter template 2. Distribute to Directors for filling 3. Review and accept 4. End of year review of commitment accomplishment 					<ul style="list-style-type: none"> o A documented process for considering Director expectations and actual contributions to the success of WWA o Year one implemented
C. Identify Director chair for every Committee	Urban?	<ol style="list-style-type: none"> 1. Solicit Director volunteers for committees 2. Designate committee members and chair 					<ul style="list-style-type: none"> o Every Committee has an effective and active Director (or other volunteer) guiding WWA effort (staff and volunteer) for each committee mission area
D. Reduce number of full board meetings to accommodate Committee work	Nelson?	<ol style="list-style-type: none"> 1. Assign Committee chairs 2. Develop Full Board and Executive Committee Schedule 3. Incorporate onto WWA calendar 4. Define reporting expectations 5. Start doing it 					<ul style="list-style-type: none"> o An integrated schedule for Full board and Committee Meetings that minimizes unproductive meetings while optimizing accomplishments and info flow without Director burnout
E. Establish state-level volunteer "job" descriptions	Ross?	<ol style="list-style-type: none"> 1. Committees review and update "right fit list for additional vols needed 					<ul style="list-style-type: none"> o A comprehensive listing and description of state-level volunteer positions
F. Publish updated By-laws to capture any organizational changes over past year	Helbach?	<ol style="list-style-type: none"> 1. Considering any org changes or procedural changes, review by-laws 2. Draft and propose changes to board 3. Revise and publish by-laws after approval 					<ul style="list-style-type: none"> o Up to date bylaws reflecting current organization and practices
G. Establish Executive Director (+ staff) annual goals	Urban / Ross?	<ol style="list-style-type: none"> 1. Consider which actions are appropriate for staff and incorporate into leadership responsibilities 2. Decide on how to link to staff position compensation 					<ul style="list-style-type: none"> o An annual staff plan for initiatives to be implemented – potentially tied to bonus performance, if any
H. Consolidate all database needs from all committees and develop plan to implement more comprehensive data capture	Boettcher?	<ol style="list-style-type: none"> 1. Collect all database expectations from committees 2. Explore options for incorporating into current of new databases 3. 					<ul style="list-style-type: none"> o A list of database requirements and a plan for updating our current database
I.		<ol style="list-style-type: none"> 1. 					