

**Xi State Organization Strategic Action Plan**  
**The Delta Kappa Gamma Society International**  
**2015--2017 Biennium**

**PURPOSES**

1. To unite women educators of the world in a genuine spiritual fellowship.
2. To honor women who have given or who evidence a potential for distinctive service in any field of education.
3. To advance the professional interest and position of women in education.
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators.
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society.

**MISSION STATEMENT**

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**OVERVIEW**

In response to a need to update the state organization's Strategic Plan, first developed in the 1990's, State President Elaine Warwick proposed, in 2006, an ad hoc Planning Committee whose charge it would be to 1) to seek input from across the state into the updating of the 1990's strategic plan or a new plan; 2) to incorporate state committee charges and goals into the plan as well as suggestions from members; 3) to serve as an oversight committee responsible with following, from biennium to biennium, the action plan to assure its implementation; and 4) to suggest additional actions/activities that would benefit the growth and vitality of the Xi State Organization. The ad hoc Strategic Planning Committee and its charges were approved by the 2005-2007 State Executive Board. In 2007, State President Nancy Davis named a past state president, three past/current chapter presidents, and the state Executive Secretary to the committee; the committee chose its own chairman. In June 2009, the Strategic Action Plan was approved by the Executive Board and members in state convention, and the Planning Committee was approved as a state standing committee with members serving rotating terms. In the 2011-2013 biennium the Planning Committee revised the state plan to accommodate the new state committee structure that was approved at the 2012 state convention. The Planning Committee revised the plan during the 2013-2015 biennium to accommodate the major revision of the *Xi State By-Laws* and *Xi State Rules* approved at the 2014 Xi State Convention. The Planning Committee will continue to report progress to the Xi State Executive Board for approval.

## PLANNING PROCESS

The Strategic Action Plan of The Delta Kappa Gamma Society International, Xi State Organization, provides for a continuous review and updating of identified action programs that implement the seven purposes and the mission of the Society. The status of the major areas of focus, objectives and activities are to be reviewed regularly at meetings of the Planning Committee. All areas will be reviewed and the activities will be determined to be Accomplished/Established Practice, New, Continue, In Progress, Renewed, and/or Revised. Once an activity is determined to be accomplished or has become an established practice, it is moved to the appendix section of the Strategic Action Plan. Activities will be rated in the following way:

- **New** When an objective or activity is first added
- **Continue** Activities that have been implemented and are continuing
- **In Progress** Activities that have been initiated but are not fully implemented
- **Renewed** Activities that may not have been addressed recently and/or require more emphasis
- **Revised** Activities that are continuing but have been changed in some way

Any activity that has been accomplished and is no longer needed will be placed in the appendix.

The plan is divided into major areas of focus, objectives, and activities. Suggested personnel and committees responsible are listed in the order of responsibility. Chapters are encouraged to develop their own action plans.

## AREAS OF FOCUS

### 1. Membership

#### **Objective 1.1 To increase retention of members each biennium**

#### **Results**

Activity 1.1.1 Encourage chapters to honor 10, 20, 30, and 40-year members with recognition at the chapter level. (Membership Committee, State President)	<u>Revised</u>
Activity 1.1.2 Honor long-term members (50, 55, 60 years) each year with written recognition from the state president, and encourage chapters to present service pins. (State President)	<u>Revised</u>
Activity 1.1.3 Recognize effective chapter programs that strengthen member participation in the Society by presentations at state conventions. (Educational Excellence Committee)	<u>Continue</u>
Activity 1.1.4 Formulate specific guidelines to assess and respond to at-risk chapters and distribute them to Area Directors. (Chapter Strengthening Committee, State President)	<u>Revised</u>

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| Activity 1.1.5 Use the Chapter Strengthening Committee by involving them in the strengthening of at-risk chapters in their geographic areas. <i>(Area Directors, State President, Chapter Strengthening Committee)</i> | <u>Revised</u> |
| Activity 1.1.6 Encourage more team-building activities in chapters, at least one per meeting. <i>(Membership Committee)</i>  | <u>Revised</u> |

**Objective 1.2 To encourage growth of chapter membership**

**Results**

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| Activity 1.2.1 Recognize publicly the chapters that have increased membership each year. <i>(Membership Committee)</i>   | <u>Continue</u> |
| Activity 1.2.2 Encourage chapters to maintain a list of dropped member contact information in order to encourage reinstatement through personal contact at least once a biennium. <i>(Membership Committee, State President)</i>   | <u>Continue</u> |
| Activity 1.2.3 Encourage chapters to emphasize diversity in member selection. <i>(Membership Committee)</i>  | <u>Continue</u> |
| Activity 1.2.4 Suggest elements of an effective orientation for prospective members and encourage chapters to plan and implement such sessions. <i>(Membership Committee)</i>  | <u>Continue</u> |
| Activity 1.2.5 Use results of Successful Chapter Practices Survey to prepare a list of successful recruiting practices, and encourage all chapters to use these practices. <i>(Membership Committee, State President, Chapter Strengthening Committee)</i>   | <u>Revised</u>  |
| Activity 1.2.6 Use results of Successful Chapter Practices Survey to prepare a list of successful retention practices of new, current professionally active, and retired members, and encourage all chapters to use these practices. <i>(Membership Committee, State President, Chapter Strengthening Committee)</i> | <u>Revised</u>  |
| Activity 1.2.7 Use results of Successful Chapter Practices Survey to prepare a list of successful strategies to keep members active in chapter activities, and encourage all chapters to use these practices. <i>(Membership Committee, State President, Chapter Strengthening Committee)</i>                        | <u>Revised</u>  |
| Activity 1.2.8 Survey chapters every four years to assess needs and successes. <i>(Membership Committee)</i>   | <u>Continue</u> |
| Activity 1.2.9 Develop and maintain a coaching sheet to help chapters and members respond to queries from nonmembers about the Society. <i>(Membership Committee)</i>  | <u>Revised</u>  |
| Activity 1.2.10 Encourage chapters to assign each new member to a “seasoned” member as mentor, one who will take new member to local, area, and state meetings. <i>(Membership Committee)</i>  | <u>Revised</u>  |

***2. Leadership Development***

**Objective 2.1 To provide leadership-training opportunities for members**

**Results**

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|---|-----------------|
| Activity 2.1.1 Plan and implement an annual Leadership Management Seminar, rotating the location of the seminar among the three grand divisions of the state. <i>(Leadership Development Committee)</i>   | <u>Continue</u> |
| Activity 2.1.2 Annually review and update the Leadership Management Seminar application and reference. <i>(Leadership Development Committee)</i>  | <u>Continue</u> |
| Activity 2.1.3 Annually review and update the selection rubric for ranking Leadership Management Seminar Applications. <i>(Leadership Development Committee)</i>  | <u>Continue</u> |
| Activity 2.1.4 Plan and implement a biennial Advanced Leadership Management Seminar, separate from the state convention. <i>(Leadership Development Committee)</i>  | <u>Continue</u> |
| Activity 2.1.5 Encourage wide participation in all leadership seminars by placing all updated forms in the <i>Xi State News</i> , on the state organization website, and in the state president's newsletter. <i>(Leadership Development Committee, Webmaster, State Editor, State President)</i>   | <u>Revised</u>  |
| Activity 2.1.6 Enlist area directors and chapter presidents' assistance in advertising seminars and in encouraging member participation. <i>(Leadership Development Committee, Area Directors, State President)</i>   | <u>Revised</u>  |
| Activity 2.1.7 Plan and implement an annual state convention that is a positive and enjoyable experience which will attract first-time and returning attendees, posting advertisements, registration forms, etc., in the <i>Xi State News</i> and on the state organization website. <i>(Convention Steering Committee, Educational Excellence Committee, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, State President, Webmaster, State Editor)</i> | <u>Revised</u>  |
| Activity 2.1.8 Conduct an informal meeting of chapter presidents' each year to offer encouragement, support, and networking. <i>(Area Directors)</i>  | <u>Revised</u>  |
| Activity 2.1.9 Encourage more applications by having Leadership Committee members visit as many chapters as possible to present the seminar information and give out application forms, as well as using social media to promote leadership training. <i>(Leadership Development Committee)</i> .   | <u>Revised</u>  |

**Objective 2.2. To conduct biennial conferences for state planning and chapter officer training**

**Results**

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|--|-----------------|
| Activity 2.2.1 Plan and implement a Planning Conference for State Committees in the fall of each odd-numbered year. <i>(State President, Recording Secretary, Executive Secretary)</i>   | <u>Continue</u> |
| Activity 2.2.2 Plan and implement a Seminar for New Chapter Officers in the spring of even-numbered years. <i>(State President, Recording Secretary, Executive Secretary, 1<sup>st</sup> Vice President, Treasurer and others as required)</i> | <u>Revised</u>  |
| Activity 2.2.3 Provide more opportunities for team building at the state level through activities during planning sessions, training, convention. <i>(Leadership Development Committee, State President)</i>                                   | <u>Revised</u>  |
| Activity 2.2.4 Develop team-building activity list and submit to website, <i>Xi State News</i> for chapter reference. <i>(Leadership Development Committee, State President, State Webmaster, State Editor)</i>                                | <u>Revised</u>  |

**Objective 2.3. To encourage leadership at the state and international levels**

**Results**

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|----------------|--|-----------------|
| Activity 2.3.1 | Use guidelines in <i>Xi State Bylaws</i> and <i>Xi State Rules</i> to select a slate of officer nominees for each state biennium. ( <i>Nominations Committee</i> )   | <u>Continue</u> |
| Activity 2.3.2 | Use guidelines in <i>Xi State Bylaws</i> and <i>Xi State Rules</i> to select a slate of committee members for Finance, Nominations, and Personnel Committees; and Vision Foundation Board Members for those whose term has expired. ( <i>Nominations Committee</i> )   | <u>Revised</u>  |
| Activity 2.3.3 | Encourage all members to seek elected leadership positions by posting updated applications on Xi State Website and in the April edition of <i>Xi State News</i> , submitting ads and reminders in the President’s letter to chapter presidents and the <i>Xi State News</i> , and posting beginning and ending dates for accepting nominations on website “Calendar of Events.” ( <i>Nominations Committee, State President, State Webmaster, State Editor</i> ) | <u>Revised</u>  |
| Activity 2.3.4 | Plan and implement an installation service at the state convention in odd-numbered years. ( <i>Nominations Committee</i> )   | <u>Continue</u> |
| Activity 2.3.5 | Seek state support for recommendation of Xi State members to serve in elected positions at the International level. ( <i>State President, Area Directors, Nominations Committee</i> )  | <u>Revised</u>  |
| Activity 2.3.6 | Encourage chapter presidents to discuss the work of state committees as part of orientation and refer those interested in serving at the state level to area directors and/or the state president. The state president will assign at least one new member to each committee as possible. ( <i>State President, Area Directors</i> )   | <u>Revised</u>  |
| Activity 2.3.7 | Contact and visit chapters within committee members’ area to explain nominations requirements and to personally encourage nominations. Have applications available, posted online, as well as using social media and technology. ( <i>Nominations Committee, State Webmaster, State Editor</i> )   | <u>Revised</u>  |

**Objective 2.4. To maintain quality state services through related personnel and appointed officers**

**Results**

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|----------------|--|-----------------|
| Activity 2.4.1 | Review and refine job descriptions, evaluations, contracts, and applications for all paid personnel. ( <i>Personnel Committee</i> )  | <u>Continue</u> |
| Activity 2.4.2 | Provide adequate compensation for all paid personnel. ( <i>Personnel, Finance Committees</i> )   | <u>Revised</u>  |
| Activity 2.4.3 | Provide an equitable arrangement for use of equipment by paid personnel. ( <i>Personnel, Finance Committees</i> )  | <u>Revised</u>  |
| Activity 2.4.4 | Develop necessary documents and compensation for positions in training for paid positions, beginning with a treasurer-in-training. ( <i>Personnel Committee, Finance Committee</i> )   | <u>Revised</u>  |
| Activity 2.4.5 | Advertise for positions in training as paid personnel reach the end of their service contracts and recommend to the Executive Board a person to fill the position. ( <i>Personnel Committee, State Webmaster, State Editor</i> ) | <u>Revised</u>  |

### 3. Society Impact on Education

#### **Objective 3.1 To support Early-Career Educators**

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| Activity 3.1.1 | Communicate through Society publications, appropriate state organization committee chairs and on the Xi State website about the focus on early-career educators, and provide recognition of chapters for their support of such educators. <i>(Educational Excellence Committee, Communications and Publicity Committee, State Webmaster, State Editor)</i> | <u>Revised</u>  |
| Activity 3.1.2 | Encourage individual chapters to support early-career educators through projects such as grants-in-aid, educator baskets, notes of encouragement, classroom assistance, etc. <i>(Educational Excellence Committee, Area Directors)</i>   | <u>Continue</u> |

#### **Objective 3.2 To encourage programs and activities that focus on educational excellence**

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| Activity 3.2.1 | Inform members about the Educational Excellence Committee, its role, goals, objectives, and proposed activities. <i>(Educational Excellence Committee)</i>                              | <u>Continue</u> |
| Activity 3.2.2 | Promote personal growth at Society conferences and conventions. <i>(Educational Excellence Committee)</i>   | <u>Revised</u>  |
| Activity 3.2.3 | Provide information and strategies to encourage/enable members to become educational and community leaders. <i>(Leadership Development Committee, Educational Excellence Committee)</i> | <u>Revised</u>  |

#### **Objective 3.3 To educate members about policy and legislation important to education and educators**

#### **Results**

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|----------------|---|-----------------|
| Activity 3.3.1 | Establish effective means of helping members become more informed on educational hot topics. <i>(Legislation Committee)</i>   | <u>Continue</u> |
| Activity 3.3.2 | Educate members on talking to/contacting legislators/state board of education members. <i>(Legislation Committee)</i>   | <u>Continue</u> |
| Activity 3.3.3 | Plan and implement a Forum/Legislative program and/or workshops related to the Forum/Legislative program for the state convention. <i>(Legislation Committee)</i>                   | <u>Revised</u>  |
| Activity 3.3.4 | Disseminate information related to the U.S. Forum topic. <i>(Legislation Committee)</i>   | <u>Continue</u> |
| Activity 3.3.5 | Receive and share information related to National Legislative Seminars with state Executive Board members, state committee chairs, and area directors. <i>(Executive Secretary)</i> | <u>Continue</u> |
| Activity 3.3.6 | Distribute national legislative news from U.S. Forum Steering Committee to state Executive Board members, state committee chairs, and area directors. <i>(Executive Secretary)</i>  | <u>Continue</u> |
| Activity 3.3.7 | Work with chapters to present an open forum sponsored by the Society, for a community to discuss and become more aware of educational issues. <i>(Legislation Committee)</i>        | <u>Continue</u> |

**Objective 3.4 To increase the profile and impact of Delta Kappa Gamma in the community, state, and nation by influencing educational policy decision makers and practices.**

**Results**

- Activity 3.4.1 Develop a legislative agenda that focuses on one current pressing educational need in Tennessee and promote it with all legislators. (*Legislation Committee*) Revised
- Activity 3.4.2 Implement an annual Legislative Symposium/Day on the Hill for lobbying for education. (*Legislation Committee*) Continue

**Objective 3.5 To encourage programs and activities that stimulate personal and professional pride**

- Activity 3.5.1 Promote awareness of and enthusiasm for prominent issues in education today. (*Legislation Committee*) Continue
- Activity 3.5.2 Encourage educational professionalism among members of the Society. (*Educational Excellence*) Continue
- Activity 3.5.3 Endorse mentoring programs that encourage new teachers, as well as new Society members, to remain in the teaching field. (*Educational Excellence*) Continue
- Activity 3.5.4 Study feasibility of establishing a mentoring program for college/university education majors; develop a pilot program on a Tennessee campus. (*Educational Excellence*) Renewed
- Activity 3.5.5 Encourage members/committees to present workshops at state convention. (*1<sup>st</sup> Vice President*) Continue
- Activity 3.5.6 Plan professionally relevant convention programs, select convention workshops that provide the best professional and personal growth for members, and offer Continuing Education Units for those participating/attending the workshops. (*1<sup>st</sup> Vice President*) Continue
- Activity 3.5.7 Use the current certificate or design one for Xi State Convention attendance that is suitable for presentation by members to their educational systems for in-service credit. (*1<sup>st</sup> Vice President*) Continue
- Activity 3.5.8 Place on the state website a list of successful chapter program topics. (*Educational Excellence, State Webmaster*) Revised
- Activity 3.5.9 Create more awareness of the benefits of the Tennessee Electronic Library. (*State Projects Committee*) Continue
- Activity 3.5.10 Annually update scholarship application forms and submit needed changes to state documents to stay current with International policies regarding scholarships. (*Scholarship Committee*) Continue
- Activity 3.5.11 Create a list of ideas, based on successful chapter literacy, of how chapters can be involved in literacy efforts. Investigate adult literacy programs to include on list. Submit to webmaster, editor, executive secretary and state president for distribution. (*State Projects Committee*) Continue
- Activity 3.5.12 Develop strategies to enable chapters to stimulate members' pride. (*Educational Excellence Committee*) Continue
- Activity 3.5.13 Develop elevator speeches, slogans, and positive rubrics to stimulate members' professional pride. (*Educational Excellence Committee*) Continue
- Activity 3.5.14 Encourage members to join other professional organizations, especially in their fields of expertise. (*Educational Excellence Committee*) Continue

**Objective 3.6 To provide programs and activities that stimulate personal and professional pride**

**Results**

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| Activity 3.6.1 Encourage chapters to make annual donations to the International Emergency Fund.<br><i>(Educational Excellence Committee)</i>  | <u>Revised</u>  |
| Activity 3.6.2 Offer a Creative Arts Retreat each biennium. <i>(Arts &amp; Personal Enrichment Committee)</i>   | <u>Revised</u>  |
| Activity 3.6.3 Offer a Xi State-sponsored bus or train to Society conferences and conventions, when feasible.<br><i>(Corresponding Secretary)</i>   | <u>Continue</u> |
| Activity 3.6.4 Survey, compile and distribute a list of members and their area of expertise to speak at chapter meetings and to present at state convention. <i>(Educational Excellence Committee)</i>  | <u>Revised</u>  |
| Activity 3.6.5 Compile a list of members willing to play a musical instrument or sing and use this list to involve more people at state conventions. <i>(Educational Excellence Committee)</i>  | <u>Continue</u> |
| Activity 3.6.6 Encourage the inclusion of demonstrations and/or performances at the state convention by members/chapters. Provide a list of chapters that participated in the display the previous year to the Awards Committee for recognition in the Chapter Excellence Award the following year.<br><i>(Arts &amp; Personal Enrichment Committee)</i>  | <u>Revised</u>  |
| Activity 3.6.7 Plan and implement a biennial fun trip for state members (state, area, grand divisions) of one day to a weekend. <i>(Arts and Personal Enrichment Committee)</i>   | <u>Revised</u>  |
| Activity 3.6.8 Investigate how an International Speaker is used in the Society and report either on website, <i>Xi State News</i> , and/or president’s letter on how chapters, area or state can request a speaker.<br><i>(Educational Excellence, State Webmaster, State Editor)</i>   | <u>Revised</u>  |
| Activity 3.6.9 Provide, when possible, literacy workshops to members and non-members, sponsored by the Society, with a registration fee for non-members and continuing education credit for all participants. Market the workshops in appropriate school systems/venues. <i>(State Projects Committee)</i>  | <u>Continue</u> |
| Activity 3.6.10 Plan and implement a college-level training session for future teachers, sponsored by the Society, at one or more Tennessee institutes of higher learning.<br><i>(Educational Excellence)</i>   | <u>Continue</u> |
| Activity 3.6.11 Conduct technology workshops, sponsored by the Society, for members/non-members, one per grand division per biennium, with a registration fee for non-members and continuing education credit for all participants. Market the workshops in appropriate school systems/venues. <i>(Communications and Publicity Committee, Webmaster)</i> | <u>Revised</u>  |

**Objective 3.7 To increase the profile of Delta Kappa Gamma in Xi State through state projects.**

**Results**

**3.7.1. Children’s International Education Centers**

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| Activity 3.7.1-1 Promote general awareness and use of CIEC to all members, educators, and the general community. <i>(State Projects Committee)</i> | <u>Continue</u> |
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- Activity 3.7.1-2 Strengthen relationships between 1) CIEC Committee members and contacts at CIEC libraries, and 2) chapter members and CIEC centers near them. *(State Projects Committee)* Continue
- Activity 3.7.1-3 Encourage chapter members to become more involved in CIEC centers in ways other than monetary donations. *(State Projects Committee)* Continue
- Activity 3.7.1-4. Explore possibility of roaming centers versus stationary centers. *(State Projects Committee)* Continue
- Activity 3.7.1-5 Encourage areas of the state where centers are not located to investigate the possibility of establishing centers. *(State Projects Committee)* Continue

### **3.7.2. Books from Birth/Literacy Programs**

- Activity 3.7.2-1 Encourage chapter participation in the state-wide Books from Birth program. *(State Projects Committee, Area Directors, State President)* Continue
- Activity 3.7.2-2 Create and post on the Xi State website information about chapter participation in registering children for Books from Birth or in fundraising for Books from Birth. *(State Projects Committee, Communications & Publicity Committee, State Webmaster)* Continue
- Activity 3.7.2-3 Promote chapter involvement in signing up children to receive free books from the Imagination Library/Governor's Books from Birth Foundation. *(State Projects Committee)* Continue
- Activity 3.7.2-4. Encourage chapters to involve high school students in the League of Extraordinary Teens associated with the Books From Birth Project. *(State Projects Committee)* Continue
- Activity 3.7.2-5 Investigate the possibility of a Xi State-sponsored presentation about the Imagination Library with the Books from Birth endeavor as a model for the 2016 international convention. *(State Projects Committee)* Continue
- Activity 3.7.2-6 Promote the collection of books for a Tennessee elementary school as part of the state's literacy project. *(State Projects Committee)* Continue
- Activity 3.7.2.-7. Share literacy ideas for programs at the chapter level during New Officer Training for 1<sup>st</sup> vice presidents/program chairs. *(State Projects Committee)* Continue

### **3.7.3. High School Essay Contest**

- Activity 3.7.3.1. Offer an annual High School Essay Contest to all schools and encourage all chapters to support the contest through distribution of the contest topics, rules, and forms to high schools in their counties. *(State Projects Committee)* Continue
- Activity 3.7.3.2 Advertise/communicate annual topic and deadline so that winners' names can be included in the state convention program book. *(State Projects Committee, 1<sup>st</sup> Vice-President)* Revised

<b><u>Objective 3.8</u></b>	<b>To participate in international programs and projects in order to promote global understanding</b>	<b><u>Results</u></b>
Activity 3.8.1	Provide information to chapters about the Schools for Africa Project on the Xi State website, in appropriate publications, and at the state convention; publicize Xi State contributions to the project. <i>(Educational Excellence Committee, State President, State Webmaster, State Editor)</i>	<u>Continue</u>
Activity 3.8.2	Encourage chapters/members to continue contributions to World Fellowship by submitting ideas for “painless” and fun ways to donate at each meeting. <i>(Educational Excellence Committee)</i>	<u>Continue</u>
Activity 3.8.3	Designate an Educational Excellence Committee member each biennium to be the state’s United Nations liaison. <i>(State President)</i>	<u>Revised</u>
Activity 3.8.4	Learn more about the Society’s International Projects and submit an article(s) on the projects for the <i>Xi State News</i> . <i>(Educational Excellence Committee, State Editor)</i>	<u>Revised</u>
Activity 3.8.5	Inform chapters that World Fellowship recipients may be adopted by contacting International. <i>(Educational Excellence Committee)</i>	<u>Revised</u>
Activity 3.8.6	Inform members of services provided by the International Speaker’s Fund Program and encourage financial support of this program. <i>(Educational Excellence Committee )</i>	<u>Revised</u>

#### 4. Finance

<b><u>Objective 4.1</u></b>	<b>To fund state organization business and services and maintain records of property</b>	<b><u>Results</u></b>
Activity 4.1.1	Recommend two-year budgets and budget amendments that fund the business of the state organization and reflect responsible spending. <i>(Finance Committee, Treasurer)</i>	<u>Continue</u>
Activity 4.1.2	Examine any requests for change in funding. <i>(Finance Committee, Treasurer)</i>	<u>Continue</u>
Activity 4.1.3	Maintain an accurate inventory of state organization equipment and state convention materials and have Executive Secretary place an inventory copy in her files for reference. <i>(Finance Committee, Executive Secretary)</i>	<u>Revised</u>

<b><u>Objective 4.2</u></b>	<b>To increase non-dues revenue</b>	<b><u>Results</u></b>
Activity 4.2.1	Investigate the feasibility of establishing a state store as a means of non-dues revenue and to provide members with a place to purchase gifts, favors, etc., with proceeds going to Xi State. <i>(Finance Committee)</i>	<u>In Progress</u>
Activity 4.2.2	Increase chapter participation in the annual Silent Auction until 100% participation is reached. <i>(Special Events Committee)</i>	<u>Revised</u>

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| Activity 4.2.3 | Contact all chapters that did not participate in the previous year's Silent Auction and encourage either their participation or a minimum \$25 donation to Leadership Development funds to support state leadership opportunities. <i>(Special Events Committee)</i>   | <u>Continue</u>    |
| Activity 4.2.4 | Implement auction procedures for fair and equal bidding/winning opportunities and communicate these Silent Auction changes to chapter presidents. <i>(Special Events Committee)</i>  | <u>Continue</u>    |
| Activity 4.2.5 | Provide yearly certificates to be included in the awards folder for chapters participating in the Silent Auction and provide a list of chapters that participate in the previous year's auction to the Awards Committee for recognition for Chapter Excellence Award the following year. (See 8.4.6) <i>(Special Events Committee, Awards Committee)</i> | <u>Revised</u>     |
| Activity 4.2.6 | Make the Silent Auction and Special Events Committee members more visible at the state convention. <i>(Special Events Committee)</i>   | <u>Continue</u>    |
| Activity 4.2.7 | Encourage the sale of iris notepaper at all state and chapter functions. <i>(Special Events Committee)</i>   | <u>Continue</u>    |
| Activity 4.2.8 | Investigate other iris-themed items that might be sold at the state and chapter levels, or perhaps in a newly organized state store. <i>(Special Events Committee)</i>   | <u>In Progress</u> |
| Activity 4.2.9 | Work with Xi State Webmaster for criteria to list DKG items to sell by chapters on the website. <i>(Finance Committee, State Webmaster)</i>  | <u>Continue</u>    |

**Objective 4.3 To increase budget line items as requested and as revenue allows**

**Results**

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| Activity 4.3.1 | Solicit additional funds for scholarships. <i>(Scholarships Committee, Finance Committee)</i>  | <u>Continue</u> |
| Activity 4.3.2 | Increase allowance for elected officers and related personnel to attend international conferences/conventions by 10% as the budget allows. <i>(Finance Committee)</i>                          | <u>Revised</u>  |
| Activity 4.3.3 | Track actual state committee expenses for previous two biennia and adjust accordingly. <i>(Finance Committee, State Treasurer)</i>   | <u>Continue</u> |
| Activity 4.3.4 | Set mileage allowance for each budgetary year at 10 cents less than current state government allowance. <i>(Finance Committee)</i>   | <u>Continue</u> |
| Activity 4.3.5 | Consider increasing the amount allotted for executive board meeting for an Executive Committee planning session after Xi State or before Regional or International. <i>(Finance Committee)</i> | <u>Continue</u> |

**Objective 4.4 To assess and project Society Funds**

**Results**

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| Activity 4.4.1 | Review the state dues structure and membership projections to ensure that the State Organization can fulfill its fiscal obligations, adequately compensate its personnel, and cover other operating costs ( <i>Finance Committee, State President, State Treasurer</i> ) | <u>Revised</u> |
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**Objective 4.5 To reduce mailing costs**

**Results**

- Activity 4.5.1 Continue to send all committee communications with chapters through the state president's monthly letter to chapter presidents. *(State President, Executive Secretary)* Continue
- Activity 4.5.2 Send all appropriate Executive Board materials by email. *(State President, Executive Secretary)* Continue

**5. Expansion**

**Objective 5.1 To increase accessibility of the Society to all Xi State members and TN women educators**

**Results**

- Activity 5.1.1 Collaborate with chapters that have a potential for expansion. *(Expansion Committee)* Continue
- Activity 5.1.2 Increase chapter understanding of expansion needs through emails, chapter visits, etc. *(Expansion Committee, Area Directors)* Revised
- Activity 5.1.3 Identify geographic areas where chapters do not exist and work to establish new chapters in those areas. *(Expansion Committee, Membership Committee, Area Directors, Chapter Strengthening Committee)* Revised
- Activity 5.1.4 Investigate re-establishing chapters that have dissolved. *(Expansion Committee)* Continue

**6. Marketing**

**Objective 6.1 2016 International Convention**

**New**

**Objective 6.2. To market the state organization and Society to members and non-members**

**Results**

- Activity 6.2.1 Produce and show a DVD of state activities at each state convention and make the presentation available to chapters for use with members, orientation, and external audiences. *(Communications and Publicity Committee)* Revised
- Activity 6.2.2 Submit articles announcing Xi State High School Essay Contest winners to the recipients' hometown newspapers, giving the local chapter and Xi State recognition for this. *(State Projects Committee)* Continue
- Activity 6.2.3 Encourage chapters who participate in the High School Essay Contest to recognize winners at the local level, perhaps with a monetary award and/or certificates of recognition. *(State Projects Committee)* Continue
- Activity 6.2.4 Publish an excerpt of the winning essay and the winner's picture in *Xi State News*. The winner's essay, picture, and brief biography will be placed on the Xi State Website. *(State Projects Committee, State Editor, State Webmaster)* Revised

- |                |  |                 |
|----------------|--|-----------------|
| Activity 6.2.5 | Develop a website section that graphically and visually highlights opportunities for members and non-members. <i>(State Webmaster, State President)</i>                        | <u>Continue</u> |
| Activity 6.2.6 | Develop and market a brochure for literacy workshops when offered by the state organization. <i>(State Projects Committee, State Webmaster, State Editor, State President)</i> | <u>Revised</u>  |

## **7. Communications**

### **Objective 7.1 To improve intra-chapter communications**

### **Results**

- |                |  |                 |
|----------------|--|-----------------|
| Activity 7.1.1 | Encourage and assist chapters with publication of chapter newsletters, in electronic or print format. <i>(Communications and Publicity Committee, State Editor, State Webmaster)</i> | <u>Continue</u> |
| Activity 7.1.2 | Establish improvement/excellence guidelines for chapter newsletters and communicate these to chapters. <i>(Communications and Publicity Committee)</i>                               | <u>Continue</u> |
| Activity 7.1.3 | Supply Awards Committee with list of chapters and awards earned. <i>(Communications and Publicity Committee)</i>   | <u>Continue</u> |
| Activity 7.1.4 | Evaluate chapter newsletters using established guidelines and award chapters accordingly. <i>(Communications and Publicity Committee)</i>  | <u>Continue</u> |
| Activity 7.1.5 | Review and modify Communications Award form as needed to be more user friendly regarding dates and submission requirements. <i>(Communications and Publicity Committee)</i>          | <u>Continue</u> |
| Activity 7.1.6 | Challenge chapters to create and regularly update chapter websites. <i>(Communications and Publicity Committee)</i>  | <u>Revised</u>  |
| Activity 7.1.7 | Encourage and help chapters to create technology committees to maintain websites. <i>(Communications &amp; Publicity Committee, State Webmaster)</i>                                 | <u>Revised</u>  |

### **Objective 7.2. To improve communication and accountability among state committees, chapters, members and state leadership**

### **Results**

- |                |   |                 |
|----------------|---|-----------------|
| Activity 7.2.1 | Assist members in understanding the workings of the state organization by having regular columns in the <i>Xi State News</i> and/or on the state organization website that explain and/or answer questions concerning state activity in particular areas of responsibility. <i>(State Executive Board and all committees)</i> | <u>Continue</u> |
| Activity 7.2.2 | Submit committee and other state organization information for inclusion in state president's letter to chapter presidents and submit items on committee and state organization activities and events to the <i>Xi State News</i> and the state website. <i>(All committees, Area Directors, officers, related personnel)</i>  | <u>Continue</u> |
| Activity 7.2.3 | Include in each issue of <i>Xi State News</i> and on the website a column that answers questions pertaining to membership and chapter practices. <i>(Immediate Past State President)</i>  | <u>Continue</u> |
| Activity 7.2.4 | Respond quickly to questions and requests for assistance from chapter presidents, chairmen,   | <u>Continue</u> |

	or other members. <i>(All committees, officers, related personnel)</i>	
Activity 7.2.5	Send timely reports as needed, and maintain up-to-date records, reports, and files. <i>(All committees, officers, related personnel)</i>	<u>Continue</u>
Activity 7.2.6	Conduct state business in an efficient and cost-saving manner using electronic technology, <i>(Communications and Publicity Committee, Officers, Executive Secretary, Committee Chairmen as needed)</i>	<u>Revised</u>
Activity 7.2.7	Set up a distribution list of all chapter presidents' emails and send notification of upcoming events and business. <i>(Executive Secretary, Communications and Publicity Committee)</i>	<u>Revised</u>
Activity 7.2.8	Establish and monitor a web-based discussion group for millennial members and invite all such members in the state to participate. <i>(Communications and Publicity Committee, State President)</i>	<u>Revised</u>
Activity 7.2.9	Set expectations for state officers to contact chapters prior to visiting the chapter to address concerns of the chapter as part of the purpose of the visit. <i>(State Officers)</i>	<u>Revised</u>
Activity 7.2.10	Encourage members to use the state website to their advantage by the state's publicizing web content in newsletter, and through the state president's newsletter to chapter presidents. <i>(Area Directors, State President, Editor, Webmaster)</i>	<u>Continue</u>
Activity 7.2.11	Make most, if not all, state forms interactive and place on website for easy access. <i>(State Committee Chairs, State Webmaster)</i>	<u>Continue</u>
Activity 7.2.12	Update or create an <i>Area Director's Resource Handbook</i> to better communicate with chapters and to pass on to future area directors. <i>(Area Directors, State President)</i>	<u>Revised</u>

## 8. Organizational Effectiveness

### Objective 8.1 To evaluate effectiveness of the state organization

### Results

Activity 8.1.1	Review state organization committee structure and present a report/recommendation yearly to the Xi State Convention <i>(Planning Committee)</i>	<u>Revised</u>
Activity 8.1.2	Present possible solutions for state organization concerns and direct them to appropriate committees/leaders for action. <i>(Planning Committee)</i>	<u>Continue</u>
Activity 8.1.3	Obtain chapter input for state strategic planning. <i>(Area Directors, Planning Committee, Chapter Presidents)</i>	<u>Continue</u>
Activity 8.1.4	Request/recommend changes as needed in the appropriate state governing documents. <i>(State President, Parliamentarian, By-Laws and Rules Committee, members)</i>	<u>Revised</u>
Activity 8.1.5	Use the results of Successful Chapter Practices Survey in strategic planning for Xi State. <i>(Membership Committee, Educational Excellence, Planning Committee)</i>	<u>Continue</u>
Activity 8.1.6	Work more closely with Chapter Coordinating Councils and encourage the creation of councils in areas that would benefit from such councils. <i>(Area Directors)</i>	<u>Continue</u>
Activity 8.1.7	Publish state committee responsibilities on the website and in the newsletter	<u>Continue</u>

prior to the time of new state committee members selection/election each biennium.  
*(State Editor, State Webmaster)*

- Activity 8.1.8 Create greater continuity between biennia by having outgoing state committee chairs bring all committee materials to the state convention, and make time to meet with new chair to pass materials and information if possible. *(State Committee Chairs, State President)* Continue
- Activity 8.1.9 Create an informational page defining responsibilities of each state committee and submit it to the state editor every even numbered year for inclusion in the November *Xi State News* and to the state webmaster to post on the state website. *(Executive Secretary, State Editor, State Webmaster)* New

**Objective 8.2. To preserve the rich history of the state organization for future research and effectiveness** **Results**

- Activity 8.2.1 Prepare and issue a biennial update to the state organization history. *(Historical Preservation Committee)* Continue
- Activity 8.2.2 Encourage and help chapters write their chapter history, keep it updated every two years, and send a copy of their history and all updates to the Historic Preservation Committee for filing. *(Historical Preservation Committee)* Revised
- Activity 8.2.3 Establish and publish written guidelines for what is to be preserved and what is to be disposed of, and by what method for both state and chapter archives. Update every four years. *(Historical Preservation Committee)* Revised
- Activity 8.2.4 Investigate the stability of present archived materials. *(Historical Preservation Committee)* Continue
- Activity 8.2.5 Preserve materials by category, adding new materials as necessary. *(Historical Preservation Committee)* Revised
- Activity 8.2.6 Maintain an updated inventory list of archival materials stored in Nashville as well as those stored elsewhere. A copy of the archived materials list and paraphernalia should be kept in the archives files as well as the President’s and Executive Secretary’s files. *(Historical Preservation Committee, State President, Executive Secretary)* Revised
- Activity 8.2.7 Locate Xi State Founders’ graves and place a marker on the grave of each founder. *(Educational Excellence, Historical Preservation Committee)* Continue
- Activity 8.2.8 Advertise, take orders for, and prepare bound copies (in red with gold lettering as are previously bound editions) of *Xi State News* every four years, presenting complimentary copies to the two state presidents of those biennia, the Archives, and the state editor. Explore the possibility of moving this to an electronic format. *(State Editor)* Revised
- Activity 8.2.9 Continue to make Xi State Archives more accessible and usable to members by moving toward archiving future and, perhaps, current materials in electronic format. *(Historical Preservation Committee)* Revised

**Objective 8.3. To maintain updated chapter and state documents** **Results**

- |                |   |                 |
|----------------|---|-----------------|
| Activity 8.3.1 | Encourage chapters to update chapter rules every three (3) years and submit for evaluation. <i>(By-Laws and Rules Committee)</i>  | <u>Continue</u> |
| Activity 8.3.2 | Complete and maintain an updated list of chapters with dates Chapter Rules are due to be revised and submitted for evaluation. <i>(By-Laws and Rules Committee)</i>   | <u>Continue</u> |
| Activity 8.3.3 | Review one-third of chapters' rules each year to determine if chapters are in compliance with International and state documents, and notify chapters of areas needing compliance. <i>(By-Laws and Rules Committee)</i>  | <u>Continue</u> |
| Activity 8.3.4 | Update <i>Xi State Bylaws</i> and <i>Xi State Rules</i> annually, as needed. Propose changes and review submitted amendments to make sure they are in compliance with the <i>Constitution</i> and <i>International Standing Rules</i> . <i>(By-Laws and Rules Committee, Parliamentarian)</i> | <u>Continue</u> |
| Activity 8.3.5 | Encourage chapters needing help in writing/revising Chapter Rules to invite By-Laws and Rules Committee members to meet with them. <i>(By-Laws and Rules Committee)</i>   | <u>Continue</u> |

**Objective 8.4. To encourage and recognize excellence**

**Results**

- |                |  |                 |
|----------------|--|-----------------|
| Activity 8.4.1 | Advertise points and requirements for and present the Chapter Excellence Award at the state convention to qualifying chapters. <i>(Awards Committee)</i>   | <u>Continue</u> |
| Activity 8.4.2 | Evaluate chapter yearbooks annually and submit evaluations to Awards Committee by deadline for inclusion in Chapter Excellence Award and Xi State Convention Program Book. <i>(1<sup>st</sup> Vice President, Awards Committee)</i>  | <u>Revised</u>  |
| Activity 8.4.3 | Recognize chapter excellence at the state convention. Submit a list of chapters and awards earned to the Awards Committee for documentation on the Chapter Excellence Award. <i>(Awards Committee, Communications and Publicity Committee, 1<sup>st</sup> Vice-President, Legislative Committee, Membership Committee, State Treasurer, By-Laws and Rules Committee, Planning Committee, Special Events Committee, Educational Excellence, State Projects)</i> | <u>Revised</u>  |
| Activity 8.4.4 | Present the Order of the Rose award annually to selected nominated members at the state convention. <i>(Awards Committee)</i>  | <u>Continue</u> |
| Activity 8.4.5 | Seek nominations, select the recipient, and present a Xi State Achievement Award each year at the state convention. <i>(Achievement Award Committee)</i>   | <u>Continue</u> |
| Activity 8.4.6 | Provide a folder with certificates for <u>all</u> chapters for pick up after Awards Ceremony each year. <i>(Awards Committee)</i>  | <u>Continue</u> |
| Activity 8.4.7 | Publish chapter accomplishments by April 15 each year by sending to the state 1 <sup>st</sup> vice president a list by chapter of the awards each has received since April of the previous year. Submit only the list of Chapter Excellence Awardees to <i>Xi State News</i> for publication in September of each year. <i>(Awards Committee, State Editor)</i>  | <u>Revised</u>  |
| Activity 8.4.8 | Revise Chapter Excellence Award Form to update points for deadlines and requirements   | <u>Continue</u> |



- (such as chapter rules updated in last three years) and send revised form immediately to state president, webmaster and executive secretary. (*Awards Committee*)
- Activity 8.4.9 Design and publish a rating rubric for chapter communications recognition and update each biennium. (*Communications and Publicity Committee*) Continue
- Activity 8.4.10 Provide yearly certificates for chapter communications award to be included in the Awards folder. (See 8.4.6) (*Communications and Publicity Committee*) Revised

**Objective 8.5. To assure continuing state organizational effectiveness and proactive leadership Results**

- Activity 8.5.1 Implement meetings of the state executive committee (officers), and related personnel in odd-numbered years prior to the Xi State Leadership Conference for State Committee Planning, and more often, as needed, for the purpose of team building, planning and goal setting. (*State President*) Revised
- Activity 8.5.2. Assign chapters to state officers and related personnel to schedule a visit for the purpose of providing information and opportunities, addressing questions and concerns, and providing encouragement to members and chapter leaders. (*State Officers and related personnel*) Continue

**9. Review/Update of Action Plan**

**Objective 9.1 To provide for the review and update of the State Action Plan by the Xi State Executive Board Results**

- Activity 9.1.1 Provide each board member a copy of the current plan. (*State President, Executive Secretary, Planning Committee*) Continue
- Activity 9.1.2 Review all objectives and activities of the action plan at Planning Committee meetings. Determine status of each and need for additions. (*Planning Committee, State President*) Continue
- Activity 9.1.3 Post the updated action plan on the state website. (*Planning Chairman, State Webmaster, State President*) Revised
- Activity 9.1.4 Email a copy of the updated State Strategic Action Plan to the state Executive Board, related personnel, state committee chairs, and area directors. Reactions and suggestions for future modifications should be submitted to the Planning Committee chair. (*Executive Secretary, State President, Planning Committee*) Revised
- Activity 9.1.5 Encourage state committees to develop their own goals (in addition to addressing SAP Objectives & state president charges) and submit to the Planning Committee for inclusion in the Strategic Action Plan by October 15<sup>th</sup> of the beginning of the State President’s biennium. (*Planning Committee, state committee chairs*) Continue

- Activity 9.1.6 Encourage chapters to develop and/or revise chapter level Strategic Action Plans and submit to the Revised

Planning Committee chair by November 1<sup>st</sup> of each calendar year. Supply Awards Committee with list of chapters who submitted Chapter Level Strategic Action Plans (*Planning Committee*)

Activity 9.1.7 Contact state officers, related personnel and state committee chairs periodically as to their progress toward their Strategic Action Plan responsibilities. (*Planning Committee*) New

**Appendix** (any activity that has been accomplished or is no longer needed)

3.9.3 Continue state convention creative fund-raising methods for World Fellowships. (*Educational Excellence Committee*)

8.5.3 The Immediate Past State President shall be the chair of the chapter ambassadors (past state presidents and key Society members) during the biennium immediately following her presidency, for the purpose of organizing efforts to strengthen at-risk chapters. (*Immediate Past State President, State President*)