

**Xi State Organization Strategic Action Plan**  
**The Delta Kappa Gamma Society International**  
**2009-2011 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.

## 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**, **In Progress**, **Deleted**, **Revised**, and/or **Continued**. As the State Action Plan is updated and major areas of focus, objectives or activities are added, revised, deleted, etc., the latest review/revision date will be noted.

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

## AREAS OF FOCUS

### 1. *Membership*

<b><u>Objective 1.1</u></b>	<b>To decrease number of dropped members by five percent each year</b>	<b><u>Results</u></b>
Activity 1.1.1.	Encourage chapters to honor 25, 30, and 40-year members with recognition at the chapter level. <i>(Membership Committee, State President)</i>	_____
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. <i>(State President, Executive Secretary, Chapter reports)</i>	_____
Activity 1.1.3.	Recognize effective chapter collaborative connection programs that strengthen member participation in the Society by presentations at state conventions. <i>(Program Committee, Professional Affairs Committee)</i>	_____
Activity 1.1.4.	Formulate specific guidelines to assess and respond to at-risk chapters and submit to Planning Committee for inclusion in Strategic Action Plan. <i>(Area Directors, Past State Presidents)</i>	_____
Activity 1.1.5.	Develop a “chapter ambassadors” program using the Connecticut model and have immediate past state president serve as chair of the program. <i>(Past State Presidents, Area Directors, State President)</i>	_____
Activity 1.1.6.	Develop an action plan to strengthen identified chapters. <i>(Area Directors, Past State Presidents, State President)</i>	_____

- Activity 1.1.7. Use the experience of past state presidents as “chapter ambassadors” by involving them in the strengthening of at-risk chapters in their geographic areas. *(Area Directors, Past State Presidents)*
- Activity 1.1.8. Encourage more team-building activities in chapters, at least one per meeting. *(Membership Committee, Chapter Presidents)*

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

**Results**

- Activity 1.2.1. Recognize publicly the chapters that have increased membership each year. *(Membership Committee)*
- 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. *(Membership Committee, State President)*
- Activity 1.2.3. Encourage chapters to emphasize diversity in member selection. *(Membership Committee)*
- Activity 1.2.4. Suggest elements of an effective orientation for prospective members and encourage chapters to plan and implement such sessions. *(Membership Committee)*
- 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. *(Membership Committee, Planning Committee)*
- 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. *(Membership Committee, Planning Committee)*
- 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. *(Membership Committee, Planning Committee)*
- Activity 1.2.8. Survey chapters every four years, with next survey in 2013, to assess needs and successes *(Planning Committee)*
- Activity 1.2.9. Develop a coaching sheet to help chapters and members respond to queries from nonmembers about the Society. *(Membership Committee.)*
- 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. *(Membership Committee, Chapters)*

**Objective 1.3**      **To encourage professionalism of members and increase professional activities within the organization**

**Results**

- Activity 1.3.1 Promote awareness of and enthusiasm for prominent issues in education today *(Professional Affairs Committee)*
- Activity 1.3.2 Encourage educational professionalism among members of the Society *(Professional Affairs Committee)*

- Activity 1.3.3 Endorse mentoring programs that encourage new teachers, as well as new Society members, to remain in the teaching field. *(Professional Affairs Committee)*
- Activity 1.3.4 Study feasibility of establishing a mentoring program for college/university education majors; develop a pilot program on a Tennessee campus. *(Professional Affairs)*
- Activity 1.3.5. Encourage members/committees to present workshops at state convention. *(Program of Work Committee)*
- Activity 1.3.6. 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 *(Program of Work Committee)*
- Activity 1.3.7. 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. *(Program of Work Committee)*
- Activity 1.3.8. Place on the state website a list of successful chapter program topics. *(Program of Work Committee)*
- Activity 1.3.9. Offer Continuing Education Units for all state activities. *(Planning Committee, Professional Affairs Committee)*
- Activity 1.3.10. Create more awareness of the benefits of the Tennessee Electronic Library. *(Literacy Committee)*

**Objective 1.4**

**To provide personal growth opportunities and services for members**

**Results**

- Activity 1.4.1. Sponsor an International Emergency Fund fundraiser each year at the state convention. *(Personal Growth & Services Committee)*
- Activity 1.4.2. Offer a Creative Arts Retreat each biennium. *(Personal Growth & Services Committee)*
- Activity 1.4.3. Offer a Xi State-sponsored bus or train to Society conferences and conventions, when feasible. *(Personal Growth & Services Committee)*
- Activity 1.4.4. Create a survey and compile a list of members and their area of expertise to speak at Chapter meetings and to present at state convention. *(Research Committee)*
- Activity 1.4.5. Compile a list of members willing to play a musical instrument or sing and use this list to involve more people at state conventions. *(Research, Program of Work Committees)*
- Activity 1.4.6. Investigate chapter liability insurance cost from the international organization and cost and disseminate the information to chapters by 2009 state convention. *(Research Committee)*
- Activity 1.4.7. Encourage the inclusion of demonstration and/or performance at the state convention by members/chapters. *(Visual & Performing Arts Committee)*

## 2. Leadership Development

<b><u>Objective 2.1</u></b>	<b>To provide leadership-training opportunities for members</b>	<b><u>Results</u></b>
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>	_____
Activity 2.1.2.	Annually review and update the Leadership Management Seminar application and reference. <i>(Leadership Development Committee)</i>	_____
Activity 2.1.3.	Annually review and update the selection rubric for ranking Leadership Management Seminar Applications. <i>(Leadership Development Committee)</i>	_____
Activity 2.1.4.	Plan and implement a biennial Advanced Leadership Management Seminar, separate from the state convention. <i>(Leadership Development Committee)</i>	_____
Activity 2.1.5.	Encourage wide participation in all leadership seminars by placing all updated forms in the <i>Xi State News</i> and on the state organization website. <i>(Leadership Development Committee)</i>	_____
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, Chapter Presidents)</i>	_____
Activity 2.1.7.	Plan and implement an annual state convention, posting advertisements, registration forms, etc., in the <i>Xi State News</i> and on the state organization website. <i>(Convention Steering Committee, 2<sup>nd</sup> Vice President)</i>	_____
Activity 2.1.8.	Plan and implement an annual state convention that is a positive and enjoyable experience that will attract first-time and returning attendees. <i>(Convention Steering Committee, Program of Work Committee, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, State President)d</i>	_____
<b><u>Objective 2.2.</u></b>	<b>To conduct biennial conferences for state planning and chapter officer training</b>	<b><u>Results</u></b>
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>	_____
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, First Vice President, Treasurer)</i>	_____
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>	_____
<b><u>Objective 2.3.</u></b>	<b>To encourage leadership at the state and international levels</b>	<b><u>Results</u></b>
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>	_____

- Activity 2.3.2. Use guidelines in *Xi State Bylaws* and *Xi State Rules* to select a slate of committee members for Finance, Nominations, and Personnel Committees for those whose term has expired. *(Nominations Committee)*
- Activity 2.3.3. Encourage all members to seek elected leadership positions by posting updated application on Xi State Website and in the April edition of *Xi State News*, submitting ads and reminders in the President’s letter to chapter presidents and the *Xi State News*, and posting beginning and ending dates for accepting nominations on website “Calendar of Events.” *(Nominations Committee)*
- Activity 2.3.4. Plan and implement an installation service at the state convention in odd-numbered years. *(Nominations Committee)*
- Activity 2.3.5. Seek state support for recommendation of Xi State members to serve in elected positions at the International level. *(State President, Nominations Committee)*
- Activity 2.3.6. Assign new members to serve on state committees. 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. *(Area Directors, State President)*

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

- Activity 2.4.1. Review and refine job descriptions, evaluations, contracts, and applications for all paid personnel. *(Personnel Committee)*
- Activity 2.4.2. Provide more adequate compensation for all paid personnel. *(Personnel, Finance Committees)*
- Activity 2.4.3. Provide a more equitable arrangement for use of equipment by paid personnel. *(Personnel, Finance Committees)*
- Activity 2.4.4. Develop necessary documents and compensation for positions in training for paid positions, beginning with a treasurer-in-training. *(Personnel Committee)*
- 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. *(Personnel Committee)*

**3. Finance**

**Objective 3.1.**      **To fund state organization business and services and maintain records of property**      **Results**

- Activity 3.1.1. Recommend two-year budgets and budget amendments that fund the business of the state organization and reflect responsible spending. *(Finance Committee, Treasurer)*
- Activity 3.1.2. Examine any requests for change in funding. *(Finance Committee, Treasurer)*

Activity 3.1.3. 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. *(Finance Committee)*

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**Objective 3.2**

**To increase non-dues revenue**

**Results**

Activity 3.2.1. 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. *(ad hoc Committee, Finance Committee)*

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Activity 3.2.2. Increase chapter participation in the annual Silent Auction by 10%. *(Special Events Committee)*

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Activity 3.2.3. 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. *(Special Events Committee)*

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Activity 3.2.4. Implement auction procedures for fair and equal bidding/winning opportunities and communicate these Silent Auction changes to chapter presidents. *(Special Events Committee)*

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Activity 3.2.5. Create Participation and Special Recognition Awards for chapters that participate in the Silent Auction. *(Special Events Committee)*

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Activity 3.2.6. Make the Silent Auction and Special Events Committee members more visible at the state convention. *(Special Events Committee)*

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Activity 3.2.7. Encourage the sale of iris notepaper at all state and chapter functions. *(Special Events Committee)*

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Activity 3.2.8. Investigate other iris-themed items that might be sold at the state and chapter levels, or perhaps in a newly organized state store. *(Special Events Committee)*

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**Objective 3.3**

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

**Results**

Activity 3.3.1. Increase funding for existing CIEC centers. *(Finance Committee, CIEC Committee)*

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Activity 3.3.2. Solicit additional funds for scholarships. *(Scholarships Committee, Finance Committee)*

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Activity 3.3.3. Increase allowance for elected officers to attend international conferences/conventions by 10% each biennium. *(Finance Committee)*

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Activity 3.3.4. Track actual state committee expenses for previous two biennia and adjust accordingly. *(Finance Committee)*

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Activity 3.3.5. Set mileage allowance for each budgetary year at 10 cents less than current state government allowance. *(Finance Committee)*

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Activity 3.3.6. Consider expense allotment for Immediate Past President and Immediate Past Corresponding Secretary to attend regional conference in odd-numbered year, as they have assigned responsibilities. Look at *Rules* and recommend necessary changes. *(Finance and Rules Committees)*

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**Objective 3.4**      **To assess and project Society Funds**      **Results**

- Activity 3.4.1. 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 *(State President, Finance Committee, State Treasurer)*
- Activity 3.4.2. Compare other state organizations' convention costs with Xi State's and publish in the *Xi State News*. *(Research Committee)*

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**Objective 3.5**      **To reduce mailing costs**      **Results**

- Activity 3.5.1. Continue to send all committee communications with chapters through the state president's bimonthly letter to chapter presidents. *(State President, Executive Secretary)*
- Activity 3.5.2. Send all appropriate Executive Board materials by email beginning with the 2009-2011 biennium. *(State President, Executive Secretary)*

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**4. Expansion**

**Objective 4.1**      **To increase accessibility of the Society to all Xi State members and TN women educators**      **Results**

- Activity 4.1.1. Collaborate with chapters that have a potential for expansion. *(Expansion Committee)*
- Activity 4.1.2. Increase chapter understanding of expansion needs through emails, chapter visits, etc. *(Expansion Committee, other committees and leaders)*
- Activity 4.1.3. Identify geographic areas where chapters do not exist and work to establish new chapters in those areas. *(Expansion Committee, Membership Committee, Research Committee, Area Directors, Past State Presidents)*

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**5. Marketing**

**Objective 5.1**      **To celebrate Xi State's 75<sup>th</sup> Anniversary**      **Results**

- Activity 5.1.1. Plan a celebration commemorating Xi State's 75<sup>th</sup> anniversary. *(75<sup>th</sup> Anniversary Ad Hoc Committee)*
- Activity 5.1.2. Select a design for a 75<sup>th</sup> anniversary pin. *(75<sup>th</sup> Anniversary Ad Hoc Committee)*
- Activity 5.1.3. Create and implement plans for funding the 2010 celebration. *(75<sup>th</sup> Anniversary Ad Hoc Committee)*

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<b><u>Objective 5.2.</u></b>	<b>To market the state organization and Society to members and non-members</b>	<b><u>Results</u></b>
Activity 5.2.1.	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. <i>(Technology Committee)</i>	<hr/>
Activity 5.2.2.	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 project. <i>(High School Essay Contest Committee)</i>	<hr/>
Activity 5.2.3.	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. <i>(High School Essay Contest Committee)</i>	<hr/>
Activity 5.2.4.	Publish the winning essay and winner's picture in <i>Xi State News</i> and encourage either the videoing of winner reading essay to be shown at each state convention, or the winner attending the Xi State Convention to read the essay. <i>(High School Essay Contest Committee, State Editor)</i>	<hr/>
Activity 5.2.5.	Develop a website section that graphically and visually highlights opportunities for members and non-members. <i>(Webmaster, State President)</i>	<hr/>
Activity 5.2.6.	Develop and market a brochure for literacy and technology workshops offered by the state organization. <i>(Literacy &amp; Technology Committees, State Editor, President)</i>	<hr/>

## **6. Communications**

<b><u>Objective 6.1</u></b>	<b>To improve intra-chapter communications</b>	<b><u>Results</u></b>
Activity 6.1.1.	Encourage and assist chapters with publication of chapter newsletters, in electronic or print format. <i>(Communications Committee, State Editor, State Webmaster)</i>	<hr/>
Activity 6.1.2.	Establish improvement/excellence guidelines for chapter newsletters and communicate these to chapters. <i>(Communications Committee)</i>	<hr/>
Activity 6.1.3.	Supply Awards Committee with list of chapters and awards earned. <i>(Communications Committee)</i>	<hr/>
Activity 6.1.4.	Evaluate chapter newsletters using established guidelines and award chapters accordingly. <i>(Communications Committee)</i>	<hr/>
Activity 6.1.5.	Review and modify Communications Award form as needed to be more user friendly regarding dates and submission requirements. <i>(Communications Committee)</i>	<hr/>
Activity 6.1.6.	Challenge chapters to create chapter websites, with 10 new sites being the target for each biennium. <i>(Technology Committee)</i>	<hr/>
Activity 6.1.7.	Offer website training workshops for chapters and non-members each biennium, one per grand division. <i>(Technology Committee)</i>	<hr/>

- Activity 6.1.8. Encourage and help chapters to create technology committees to maintain websites.  
*(Technology Committee)*

**Objective 6.2. To improve communication and accountability among state committees, chapters, members and state leadership**

**Results**

- Activity 6.2.1. Assist members in understanding the workings of the state organization by having regular columns in the *Xi State News* and/or on the state organization website that explain and/or answer questions concerning state activity in particular areas of responsibility.  
*(State President, Executive Secretary, Treasurer, Membership Chairman, others)*
- Activity 6.2.2. 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 *Xi State News* and the state website. *(All committees, Area Directors, Officers, Related Personnel)*
- Activity 6.2.3. Include in each issue of *Xi State News* and on the website a column that answers questions from members and chapters pertaining to membership and chapter practices.  
*(Immediate Past State President)*
- Activity 6.2.4. Respond quickly to questions and requests for assistance from chapter presidents, chairmen, or other members. *(All committees, officers, related personnel)*
- Activity 6.2.5. Send timely reports as needed, and maintain up-to-date records, reports, and files.  
*(All committees, officers, related personnel)*
- Activity 6.2.6. Conduct state business in an efficient and cost-saving manner, including web cam discussion groups. *(Technology Committee, Officers, Executive Secretary, Committee Chairmen as needed)*
- Activity 6.2.7. Set up a distribution list of all chapter presidents’ emails and send notification of upcoming events and business. *(Executive Secretary, Technology Committee)*
- Activity 6.2.8. Establish a web-based discussion group for millennial members (those under 30) and invite all such members in the state to participate. *(Technology Committee, State President)*
- Activity 6.2.9. 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. *(State Officers, Chapter Presidents)*
- Activity 6.2.10. Encourage members to use the state website to their advantage by publicizing web content in newsletter, and state presidents newsletter to chapter presidents. *(Area Directors, State President, Chapter President, Editor, Webmaster)*
- Activity 6.2.11. Make most, if not all, state forms interactive and place on website for easy access.  
*(State committee chairs, webmaster)*

## 7. Society Impact on Education

<b><u>Objective 7.1</u></b>	<b>To educate members about policy and legislation important to education and educators</b>	<b><u>Results</u></b>
Activity 7.1.1.	Establish effective means of helping members become more informed on educational hot topics. <i>(Legislation Committee)</i>	_____
Activity 7.1.2.	Educate members on talking to/contacting legislators/state board of education members. <i>(Legislation Committee)</i>	_____
Activity 7.1.3.	Plan and implement a Forum program and workshops related to the Forum program for the state convention. <i>(Forum Committee)</i>	_____
Activity 7.1.4.	Disseminate information related to the U.S. Forum topic. <i>(Forum Committee)</i>	_____
Activity 7.1.5.	Receive and share information related to National Legislative Seminars with state Executive Board members, state committee chairs, and area directors <i>(Executive Secretary)</i>	_____
Activity 7.1.6	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>	_____
<b><u>Objective 7.2</u></b>	<b>To increase the profile of Delta Kappa Gamma in the community, state, and nation by influencing educational policy decision makers</b>	<b><u>Results</u></b>
Activity 7.2.1.	Develop a legislative agenda that focuses on one current pressing educational need in Tennessee and promote it with all legislators. <i>(Legislation, Prof. Affairs Committees, State President)</i>	_____
Activity 7.2.2.	Implement an annual Legislative Symposium/Day on the Hill for lobbying for education. <i>(Legislation Committee, Forum Committee)</i>	_____
<b><u>Objective 7.3</u></b>	<b>To increase the profile of Delta Kappa Gamma in Xi State through state projects.</b>	<b><u>Results</u></b>
<b>7.3.1. Children’s International Education Centers</b>		
Activity 7.3.1-1.	Promote general awareness and use of CIEC to all members, educators, and the general community. <i>(CIEC Committee)</i>	_____
Activity 7.3.1-2.	Strengthen relationships between 1) CIEC Committee members and contacts at CIEC libraries, and 2) chapter members and CIEC centers near them. <i>(CIEC Committee)</i>	_____
Activity 7.3.1-3.	Encourage chapter members to become more involved in CIEC centers in ways other than monetary donations. <i>(CIEC Committee)</i>	_____
Activity 7.3.1-4.	Explore possibility of roaming centers versus stationary centers. <i>(CIEC Committee)</i>	_____

**7.3.2. Books from Birth/Literacy Programs**

- Activity 7.3.2-1. Encourage chapter participation in the state-wide Books from Birth program. (*Literacy Committee, Area Directors, State President*)
- Activity 7.3.2-2. Create and disseminate a visual presentation about Books from Birth registrations from chapters' participation. (*Literacy, Technology Committees*)
- Activity 7.3.2-3. Promote chapter involvement in signing up children to receive free books from the Imagination Library/Governor's Books from Birth Foundation. (*Literacy Committee*)
- Activity 7.3.2-4. Encourage chapters to involve high school students in the League of Extraordinary Teens associated with the Books From Birth Project. (*Literacy Committee*)
- Activity 7.3.2-5. Investigate the possibility of a Xi State-sponsored presentation about the Imagination Library with the Books from Birth endeavor as a model for the 2010 international convention. (*Literacy Committee*)
- Activity 7.3.2-6. Promote the collection of books for a Tennessee elementary school as part of the state's literacy project. (*Literacy Committee*)
- Activity 7.3.2-7. Share literacy ideas for programs at the chapter level during New Officer Training for 1<sup>st</sup> vice presidents/program chairs. (*Literacy Committee*)

**7.3.3. High School Essay Contest**

- Activity 7.3.3.1. 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. (*High School Essay Contest Committee*)
- Activity 7.3.3.2. Advertise/communicate annual topic and deadline so that winners' names can be included in the state convention program book. (*High School Essay Contest Committee*)

**7.3.4 Professional Development Seminars**

- Activity 7.3.4.-1 Provide 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. (*Literacy Committee*)
- Activity 7.3.4.-2. Plan and implement a college-level training session for future teachers, sponsored by the Society, at one or more Tennessee institutes of high learning. (*Professional Affairs Committee, Parliamentarian, Corresponding Secretary*)
- Activity 7.3.4.-3. Conduct workshops for members/non-members on technology, 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. (*Technology Committee*)

**Objective 7.4.**

**To participate in international programs and projects in order to promote global understanding**

**Results**

- Activity 7.4.1. Encourage chapters/members to continue contributions to World Fellowships by submitting ideas for “painless” and fun ways to donate at each meeting. *(World Fellowships Committee)*
- Activity 7.4.2. Continue state convention creative fund-raising methods for World Fellowships. *World Fellowships Committee)*
- Activity 7.4.3. Designate a World Fellowships Committee member each biennium to be the state’s United Nations liaison. *(World Fellowships Committee)*
- Activity 7.4.4. Learn more about the Society’s Guatemala Project by contacting the Area Representative for Latin America, and submit an article on the project to the April, 2009, *Xi State News*. *(World Fellowships Committee)*
- Activity 7.4.5. Assign World Fellowship recipients to chapters for adoption. *(World Fellowships Committee, Area Directors)*
- Activity 7.4.6. Coordinate the state organization’s participation in the International Speakers’ Fund. *(Professional Affairs Committee)*
- Activity 7.4.7. Coordinate Xi State’s participation in the UNICEF Afghanistan Teacher Training Project. *(World Fellowships Committee)*

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**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 to the 2010 State Convention *(Planning Committee)*
- Activity 8.1.2. Present possible solutions for state organization concerns and direct them to appropriate committees/leaders for action. *(Planning Committee)*
- Activity 8.1.3. Obtain chapter input for state strategic planning. *(Area Directors, Planning Committee, Chapter presidents)*
- Activity 8.1.4. Request/recommend changes as needed in the appropriate state governing documents. *(State President, Parliamentarian, Rules Committee, other)*
- Activity 8.1.5. Use the results of Successful Chapter Practices Survey in strategic planning for Xi State. *(Planning Committee)*
- Activity 8.1.6. Change the name of the World Fellowships Committee to the International Projects Committee to indicate the inclusiveness of projects of that committee. *(Rules, World Fellowships Committees)*
- Activity 8.1.7. Work more closely with Chapter Coordinating Councils and encourage the creation of such councils in areas that would benefit from such councils. *(Area Directors)*

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- Activity 8.1.8. Publicize reminders regarding state committee responsibilities on the website and newsletter prior to the time to select new committee members each biennium. *(State Editor, Webmaster)*
- Activity 8.1.9. Create greater continuity between biennia by having outgoing state committee chairs to bring all committee materials to the state convention, and make time to meet with new chair to pass materials and information. *(State Committee Chairs, State President)*

**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 *(Historians)*
- Activity 8.2.2. Help chapters write their chapter history, keep it updated every two years, and send a copy of history and all updates to the state historian(s) for filing. *(Historians)*
- Activity 8.2.3. Establish 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. *(Archives Committee)*
- Activity 8.2.4. Investigate the stability of present archived materials. *(Archives Committee)*
- Activity 8.2.5. Preserve and organize materials by category, adding new materials as necessary. *(Archives Committee)*
- Activity 8.2.6. Maintain and update an 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. *(Archives Committee)*
- Activity 8.2.7. Locate Xi State Founders' graves and place markers in time for the 75<sup>th</sup> anniversary of the State organization. *(Research Committee)*
- 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. *(State Editor)*

**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. *(Rules Committee)*
- 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. *(Rules Committee)*
- 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. *(Rules Committee)*
- Activity 8.3.4. Update *Xi State Bylaws* and *Xi State Rules* annually, as needed. Propose changes and review submitted amendments to make sure they are in compliance with the *Constitution* and *International Standing Rules*. *(Rules Committee, Parliamentarian)*

- Activity 8.3.5. Encourage chapters needing help in writing/revising Chapter Rules to invite Rules Committee members to meet with them. *(Rules Committee)*

**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. *(Awards Committee)*
- Activity 8.4.2. Evaluate chapter yearbooks annually and submit evaluations to Awards Committee by deadline for inclusion in Chapter Excellence Award and annual Reports Book. *(Program of Work Committee, Awards Committee)*
- Activity 8.4.3. Recognize, at the state convention, chapter excellence in newsletters, yearbooks, World Fellowships contributions, legislative activism, and membership increases and submit a list of chapters and awards earned to the Awards Committee for documentation on Chapter Excellence Award. *(Communications, Program of Work, World Fellowships, Legislation, Membership, Awards, High School Essay Contest Committees)*
- Activity 8.4.4. Present the Order of the Rose award annually to twelve (12) nominated members at the state convention. *(Awards Committee)*
- Activity 8.4.5. Seek nominations, select the recipient, and present on Xi State Achievement Award each year at the state convention. *(Achievement Award Committee)*

**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), related personnel, and Planning Committee chair 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, Planning Committee)*
- 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)*
- Activity 8.5.3. Add to Section III of Xi State Rules a section D. that the Immediate Past President shall be the chair of the chapter ambassadors (past state presidents) during the biennium immediately following her presidency, for the purpose of organizing efforts to strengthen at-risk chapters. *(Rules Committee)*

**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)*
- 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. *(State President, Planning Committee)*
- Activity 9.1.3 Post the updated action plan on the state website. *(Planning Chairman, Webmaster)*
- Activity 9.1.4 Email each chapter president a copy of the updated State Strategic Action Plan and invite reactions and suggestions for future modifications *(Executive Secretary)*

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