

## 2014 AL!VE WORK PLAN

Goal	Steps (Objectives)	How (Tactics)
<b>1. We are a legally viable and fiscally sound organization by year-end.</b>	1. Pursue appropriate legal status	<ol style="list-style-type: none"> <li>1. Identify legal task force to research options (Convene task force to research options)</li> <li>2. Presents alternatives to board</li> <li>3. Seek board approval</li> <li>4. Steward application process, monitor progress, reporting to board</li> </ol>
	2. Implement fiscally sound banking procedures	<ol style="list-style-type: none"> <li>1. Assess current banking procedures</li> <li>2. Research alternatives</li> <li>3. Make recommendations to Board for decision</li> <li>4. Implement approval change</li> </ol>
	3. Ensure sound fiscal policies & procedures	<ol style="list-style-type: none"> <li>1. Evaluate current Policies &amp; Procedures</li> <li>2. Recommend changes</li> <li>3. Seek Board approval</li> <li>4. Implement changes</li> <li>5. Provide fiscal training to Board</li> </ol>
	4. Develop a functioning finance committee	<ol style="list-style-type: none"> <li>1. Identify a fiscal task force to work on objectives # 2 thru 4</li> <li>2. Convene task force</li> <li>3. Review, refine roles &amp; responsibilities of finance committee</li> <li>4. Identify and recruit committee members</li> <li>5. Train and support committee members</li> </ol>

Goal	Steps (Objectives)	How (Tactics)
<b>2. Become member driven by year end.</b>	1. Presence at NCVS	<ol style="list-style-type: none"> <li>1. Booth</li> <li>2. Members</li> <li>3. Presence at sessions</li> <li>4. Think tank</li> <li>5. Reception</li> <li>6. Stakeholders</li> </ol>
	2. Focus on recruitment for all committees and task forces. To be staffed by a chair and a minimum of 3 non-board members	<ol style="list-style-type: none"> <li>1. Identify needs</li> <li>2. Prioritize recruitment effort</li> <li>3. Make the ask</li> </ol>
	3. Improve member experience	<ol style="list-style-type: none"> <li>1. Personal phone calls to all members</li> <li>2. Create consistent, clear messaging</li> <li>3. Create a mechanism for feedback and listening</li> <li>4. Create a mechanism for networking</li> </ol>
	4. Ensure regular, consistent communication	<ol style="list-style-type: none"> <li>1. Newsletters</li> <li>2. Membership letter</li> <li>3. National roundtable calls</li> <li>4. Phone call to each member</li> <li>5. Social media</li> <li>6. Member webinar</li> </ol>

Goal	Steps (Objectives)	How (Tactics)
<b>3. We will establish a structurally sound board that will align with the mission &amp; vision of the association and priorities of AL!VE by year end.</b>	1. Fill the immediate need for key positions that are open.	<ol style="list-style-type: none"> <li>1. Identify candidates to appoint - COMPLETED</li> <li>2. Seek board approval of appointees- COMPLETED</li> <li>3. Seek member approval- COMPLETED</li> </ol>
	2. Plan for 2015 Board recruitment	<ol style="list-style-type: none"> <li>1. Create and convene a board development task force</li> <li>2. Identify key board positions to be filled</li> <li>3. Identify tasks for each position</li> <li>4. Craft and/or review job descriptions</li> <li>5. Utilize skills-based database and outside membership to look for candidates</li> <li>6. Communicate to our membership-call to action</li> <li>7. Vet candidates, hold nominations, vote</li> <li>8. Provide training – mentorship/succession planning</li> </ol>
	3. Ensure an effective board/committee structure	<ol style="list-style-type: none"> <li>1. Board development task force will research and evaluate board/committee structure</li> <li>2. Update by-laws</li> <li>3. Recommend changes</li> <li>4. Seek board and member approval</li> <li>5. Plan implementation</li> </ol>