

# Region VI Head Start Association & Board

## Three-Year Strategic Plan



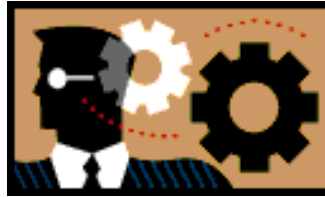
### Mission Statement

*The Region VI Head Start Association and Board is a strong association that strives for positive outcomes for Head Start children and families. The association and board offer strong support and leadership for all Head Start programs by building an engaged membership and providing ongoing professional development opportunities.*

*Written by Jacqueline Dedman, Region VI Association Board Advisor*

# Strategic Planning Committee

October 23, 2013



*Gloria Lopez, President*

*Kenneth Gilbert, Board Treasurer*

*Araceli Ortega, Secretary*

*Pamela Draper, Board Alternate*

*Neel Holcombe, Board Alternate*

*Weldon Beard, Board Alternate*

*Beverly Montoya, Board Alternate*

*Amanda Moore, Guest*

*Peggy Ford, Friend*

*Alvin Jones, Board Vice-President*

*Kay Floyd, Board Friend*

*Karen Ziegler, Board Advisor*

*Jacqueline Dedman, Board Advisor & SP Consultant*

**REGION VI HEAD START ASSOCIATION BOARD  
3-YEAR STRATEGIC PLAN**

_____ Long-Term
_____ Short-Term

**Goal: Goal One:** The Association and Board will maintain a defined structure for the operation and compliance of the Association’s membership.

Objectives	Person Responsible	Resources	Cost (if any)	Timelines	Evaluation
1. <i>Create a Region VI organizational chart to show how the structure is set up.</i>	By-Laws Committee Board Advisor President	None	0	July 2014	Organizational Chart
2. <i>Create an activity/work matrix to assist with completing goals and specific board or membership tasks</i>	By-Laws Committee Board Advisor	Paper	\$25.00	January 2014	Activity Matrix
3. <i>Research what other boards are doing in their region and use information that would help our organization to grow.</i>	By-Laws Committee Board Advisor President	None	0	January 2014	Resources to support By-Laws Committee
4. <i>Define the membership structure for parents who serve on the board.</i>	By-Laws Committee Board Advisor Vice President	None	0	July 2014	By-laws
5. <i>All committee chairs must submit the names of their committee members (3-5).</i>	President Vice President	None	0	January 2014	Committee Member List
6. <i>Identify tasks and assign specific task for board members on an annual basis. (Include in matrix)</i>	President Vice President	None	0	July 2014	Activity Matrix

Objectives	Person Responsible	Resources	Cost (if any)	Timelines	Evaluation
7. <i>Provide board orientation training for all new board members within one month of placement or during the annual meeting.</i>	President Secretary	None	0	Ongoing	Orientation Agenda and Minutes
8. <i>Define the membership role for parents who serve on the board and the board's financial commitment.</i>	Treasurer President Vice President	None	0	July 2014	Board By-Laws and Policies and Procedures
9. <i>Have all original documents from board meetings archived (agenda, minutes, president, treasury, and historian reports).</i>	President Webmaster Secretary	None	0	Quarterly	Updated website
10. <i>Maintain collaboration and open-communication with the NHSA.</i>	President Vice President	None	0	Ongoing	NHSA Reports
11. <i>Establish a process for identifying which records to store and decide on a central location for storing all Region VI Board records.</i>	President Webmaster Vice President	File Cabinets (2)	\$260.00	July 2014	Document placed on website and files revised
12. <i>Conduct a board retreat and membership for organizing, future planning, and improving the board and association.</i>	President Vice President Board Advisor	Training Materials Food Speaker/Trainer	\$1000.00	Every three years	Strategic Plan 2017

**REGION VI HEAD START ASSOCIATION BOARD  
3-YEAR STRATEGIC PLAN**

**Goal: Goal Two:** The Association and Board will adhere to its fiscal responsibility by providing effective and efficient budget planning and fiscal management.

Objectives	Person Responsible	Resources	Cost (if any)	Timelines	Evaluation
1. <i>Update procedures for budget planning and financial management.</i>	Audit Finance Committee President Treasurer	Office Supplies (Paper)	\$10.00	July 2014	Financial Management and Planning Procedures
2. <i>Plan for annual tasks by creating an annual proposed budget that is aligned with committee activities.</i>	Audit Finance Committee President Vice President	None	0	January 2014	Proposed Budget
3. <i>Encourage committee chairs to submit a budget for their annual activities. Committee chairs will work with their assigned members on each committee.</i>	Committee Chairs Treasurer	None	0	January 2014	Committee Budgets
4. <i>Set timelines for collecting funds for specific activities (Dollar-Per-Child, membership dues, etc.) and send out to the membership.</i>	President Vice President	None	0	January 2014	Timeline Sheet
5. <i>Track conference data from previous years (attendees, registration fees, profits, etc.) and share in Treasurer's report.</i>	Treasurer Conference Planning Committee Chair Board Advisor	Conference Reports	0	Annually November 2014	Tracking Report for past 3 years

Objectives	Person Responsible	Resources	Cost (if any)	Timelines	Evaluation
6. <i>Use comparative data analysis (5 states) report to show how conference funds are being spent in each state. Use to track and maintain conference progress.</i>	Treasurer Conference Planning Committee Chair Board Advisor	Conference Reports	0	November 2014	Tracking Reports
7. <i>Research ideas for future fundraisers and submit suggestions and a plan to the Board.</i>	Treasurer Secretary	None	0	January 2014	Plan for fundraisers

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**REGION VI HEAD START ASSOCIATION BOARD  
3-YEAR STRATEGIC PLAN**

**Goal: Goal Three:** The Association and Board will maintain efficient By-Laws and Policies and Procedures.

<b>Objectives</b>	<b>Person Responsible</b>	<b>Resources</b>	<b>Cost (if any)</b>	<b>Timelines</b>	<b>Evaluation</b>
<i>1. Research By-Laws and Policies and Procedures from other sources.</i>	By-Laws Committee Policies and Procedures Committee President	None	0	July 2014	Completed Research
<i>2. Review and revise existing Board By-Laws</i>	By-Laws Committee President	None	0	July 2014	Updated by-laws
<i>3. Review and revise existing Board Policies and Procedures.</i>	Policies and Procedures Committee President	None	0	July 2014	Updated policies and procedures
<i>4. Post newly revised By-Laws and Policies and Procedures on the Region VI website.</i>	President Secretary Webmaster	None	0	August 2014	website
<i>5. Maintain up-to-date Board By-Laws and policies and procedures.</i>	President Secretary Webmaster	None	0	Annually	minutes
<i>6. Develop a "How to" Handbook.</i>	By-Laws Committee/Communications Committee	Paper Copying	TBD	August 2014	Handbook
<i>7. Identify strategies for maintaining enforcement of the Board's By-Laws and Policies and Procedures.</i>	Parliamentarian President Vice President	None	0	August 2014	Enforcement Strategies

**REGION VI HEAD START ASSOCIATION BOARD  
3-YEAR STRATEGIC PLAN**

**Goal: Goal Four:** *The Association and Board will maintain effective communication at all times.*

Objectives	Person Responsible	Resources	Cost (if any)	Timelines	Evaluation
1. <i>Create a list to identify all board members, officers, and committee chairs.</i>	Secretary	None	0	January 2014	Board Member List
2. <i>Post list on the Region VI Board's web-site and keep the list updated.</i>	Webmaster Secretary	None	0	January 2014	List posted on website
3. <i>Identify appropriate teleconference tools to use as a meeting tool.</i>	President Vice President	Research	Maybe some cost (TBD)	January 2014	Meeting Minutes
4. <i>Submit board meetings' documents in advance (according to the By-Laws) in order to provide information to the membership and make good decisions.</i>	President Secretary	None	0	Ongoing January 2014	Documents: -Agenda -Minutes -Reports
5. <i>Establish a yearly board calendar of events.</i>	Board Friend Board Advisor President	None	0	January 2014	Calendar of Events
6. <i>Establish and promote an ongoing "questions and answers" forum to improve communications and information about the board.</i>	President Webmaster Board Advisor	None	0	July 2014	Interactive Forum



Objectives	Person Responsible	Resources	Cost (if any)	Timelines	Evaluation
7. <i>Create a monthly email blast on "What's New" with updates and new initiatives that the Association and board is working on.</i>	Vice President Secretary	None	0	November 2014	What's New Email Blasts
8. <i>All documents will be submitted with updates to the web-master to post on the Region VI website.</i> - agenda, -minutes, - president reports, - treasurer reports, and --historian reports.	President Secretary Webmaster	None	0	(Quarterly) July 2014	Boar Documents: -Agenda -Minutes -President's Report -Treasurer's Report -Historian's Report
9. <i>Establish a quarterly deadline for website reporting.</i>	President	None	0	January 2014	Schedule
10. <i>Develop a special task force or conference advisory committee that includes a representative from all five states to advise and update the conference planning booklet.</i>	Historian Board Alternates (5)	TBD	TBD	March 2014	Updated Conference Planning Book
11. <i>Create Region VI Board members' and advisors' name badges for members to wear at board meetings and during conferences.</i>	Secretary	Badges	TBD	July 2014	Board Badges

**REGION VI HEAD START ASSOCIATION BOARD  
3-YEAR STRATEGIC PLAN**

**Goal: Goal Five:** The Region VI Board will take full responsibility for establishing, enforcing, and maintaining Board and Committee Accountability.

Objectives	Person Responsible	Resources	Cost (if any)	Timelines	Evaluation
1. <i>Develop a protocol for ongoing monitoring of policies and procedure and the Region VI By-Laws.</i>	President Vice President	None	0	January 2014	By-laws
2. <i>Develop a reporting protocol for Board officers (Ex. Create a reporting form for all committees to use for reporting their committee's work rather they are present of absent during meetings.</i>	President Board Advisor	None	0	January 2014	Reporting Form
3. <i>Establish a protocol for sharing, displaying, and/or showcasing the work of the committees (show that accountability processes are working) during the annual membership meetings.</i>	President Board Alternates	Display Board Materials Door Prizes Candy	TBD	November 2014	Set up booth at all Regional Conferences
4. <i>The president has the right to remove and re-place board members and committee members who are not fulfilling their roles and responsibilities as assigned.</i>	President Vice President Parliamentarian	None	0	January 2014	By-laws Policies and Procedures

Objectives	Person Responsible	Resources	Cost (if any)	Timelines	Evaluation
5. <i>Enforce the operation of the Board's By-Laws, Policies and Procedures and the conference Planning Manual for consistency and follow-up.</i>	President Vice President	None	0	January 2014	By-Laws Policies and Procedures Conference Planning Manual

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**REGION VI HEAD START ASSOCIATION BOARD  
3-YEAR STRATEGIC PLAN**

**Goal: Goal Six:** The Association and Board will work together to engage members to participate in association and board activities on a regular basis.

<b>Objectives</b>	<b>Person Responsible</b>	<b>Resources</b>	<b>Cost (if any)</b>	<b>Timelines</b>	<b>Evaluation</b>
1. <i>Develop a statewide recruiting plan template for each state to implement for identifying potential new members to mentor and encourage them to become active on the board.</i>	Communications Committee	None	TBD	January 2015	Recruiting Plan
2. <i>Create a packet to give to members with the following items included in order to engage members in becoming active: Mission Statement, Goals, Website for the By-Laws, and Policies and procedures, and information on the Dollar Per Child.</i>	Communications Committee Board Advisors	Folders Paper Copying	\$500	July 2014	Sample Packet
3. <i>Encourage all officers and members to participate on various committees.</i>	President All Board Members	None	0	January 2014	Higher Participation Rate
4. <i>Explore ways to use more of the social media to promote the organization and to engage members.</i>	Communications Committee President Vice President	None	0	July 2014	Membership Engagement Plan

**REGION VI HEAD START ASSOCIATION BOARD**  
**Three-Year Strategic Plan**

*The Region VI Board approves the short and long-term Goals and Objectives in this Strategic Planning document on this \_\_\_\_ day of January, 2014. This plan will be active for the following years: January, 2014 through December, 2016.*

**Board Vote: \_\_\_\_%**

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*Region VI Head Start Association Board President*

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*Date*

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*Region VI Head Start Association Board Vice President*

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*Date*

