

CAFCS 2015-2016 PROGRAM OF WORK (May 1 to April 30)

LONG RANGE GOAL 1: Create an environment for leadership development

Accountability			Schedule		Resources		
Action Steps	Primary	Other	Start	Complete	Dollars	Time	Feedback Mechanism
1. Recruit new members	Membership Committee	All members	REVISED 2013	Continuous	\$500	<ul style="list-style-type: none"> a. Membership Committee contacts BoHS and AAFCS to collaborate and send membership information to their new members. b. In September and January, send a marketing email to all the heads of FCS units in the nation inviting them to join. c. In June, Recruit CAFCS members who will make calls to invite non-members to join. d. Offer face-to-face membership/renewal at Annual meeting. 	Review & update membership directory to be accurate. At the June Executive Meeting discuss specific membership recruitment efforts.
2. Meet annually with a focus on developing leadership skills and excellence (See Goal 4; Action Step 2)	Vice-President & Annual Meeting Chair	Annual Meeting Committee	1996	Ongoing	Annual Meeting self-supporting	Finalize plan for annual meeting program by end of February.	Use annual meeting program evaluations and June Executive Board meeting to review plans for upcoming annual meeting and plans for even numbered year meetings when not collaborating with Board on Human Sciences.
3. Increase Annual Meeting attendance & participation	Annual Meeting Chair, Local Arrangements Chair	Membership Committee	2013	Ongoing	To be included as a portion of Annual Mtg Budget	Post Annual Meeting Registration Materials on CAFCS Web page by November 1 st . Pair with annual dues notice. Continue to provide online registration.	Utilize the CAFCS Website and list serve as the primary vehicles for marketing the Annual Meeting. Consider more innovative messaging that appeal to the current audience.
4. Maintain a web/technology presence for CAFCS that supports leader development	Communications Committee	All members	2013	Ongoing	\$1500	Employ a webmaster, committee members assist with updates to the web	Monthly review of state of web presence by communications committee

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5. Develop/host an Emerging Administrators workshop	President appoints Steering Committee	CAFCS Executive Board, Annual Meeting Committee & Membership Committee	1994 Revised 2013	Once every 5 years	\$500/yr set aside to total \$2,500 by 5 th year to provide support of the workshop <i>\$12,306.40 at KON available YTD New amount to be provided by KON for 2019.</i>	Steering Committee members to meet at Annual AAFCS meeting (June 2015) to discuss timeline, scope, and distribution of duties as related to the development and implementation of the Emerging Administrators Workshop for 2019	Reports from task force, and survey of participants
6. Participate/support mentoring of emerging administrators, through informal and formal cooperative mentoring program	President; Strategic Planning Committee	All seasoned administrators	1994 2013 REVISED	Ongoing	\$0		Report from biennial survey of membership to learn about effectiveness of CAFCS initiatives

LONG RANGE GOAL 2: Fostering Administrative Excellence

Accountability			Schedule		Resources		
Action Steps	Primary	Other	Start	Complete	Dollars	Time	Feedback Mechanism
1. Create and implement an award for recognizing administrative excellence of CAFCS members	Membership Committee recommends to the Executive Board.				\$ 350	Announce at February annual meeting, select in June, award following February. Give "Excellence in Administration" plaque and monetary award.	Annual Conference
2. Implement bylaws changes as directed by Executive Board	Bylaws Committee	All members	1999	Ongoing	\$0	Continuous	Website, Annual Meeting

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3. Continue work of Program of Work Committee: priority to develop a long range plan for CAFCS and for developing emerging administrators	President & Immediate Past President	Program of Work Committee	2004 REVISED 2013		\$0	Determine needs and identify action plan for addressing at June Executive Meeting; Continuous	Regular reports to the CAFCS Executive Board.

LONG RANGE GOAL 3: Identify and address administrative issues affecting FCS in higher education

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Action Steps	Primary	Other	Start	Complete	Dollars	Time	Feedback Mechanism
1. Within the bylaws, incorporate an emphasis to promote diversity in the organization's membership, operations, officers & committee appointments	Membership, Nominating, Communication, and Annual Meeting Committees	All members	1998	Ongoing	\$0	Continuous	Membership Directory, Slate of officer candidates, Committee appointments, & Annual Meeting program.
2. Survey membership every 3 years to identify topics of interest to FCS administrators	Communications Committee, President	Other Executive Board members	2013	Every 3 years	\$300 <i>Funds to be used to support the labor associated with developing, executing, and disseminating the results.</i>	Continuous	Survey results shared with Executive Board

LONG RANGE GOAL 4: Collaborate with other organizations to sponsor programs/activities of mutual concern

Accountability			Schedule		Resources		
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1. Maintain collaborative relationships with FCS Alliance members * to address mutual issues.	President; Annual Meeting Chair	Executive Board; Annual Meeting Committee	1998 2013 REVISED	Ongoing	\$500	Continuous	Report at Annual meeting; Newsletter articles regarding CAFCS; Updates to Web Page; Collaborative Programs at Annual Meeting.
2. Conduct a biennial joint meeting with the Board on Human Sciences (BoHS)	Vice President and President-Elect	BoHS delegate, chair and executive director		Ongoing	\$500 Annually for a total of \$1000 to be used for speaker expenses, etc.	Every other year	Conference surveys and reports from conference planning members at scheduled conference calls and meetings.

* FCS Alliance members are listed at: <http://www.aafcs.org/AboutUs/FCSAlliance.asp>