

## DRAFT Action Plan - IAALD Executive Committee 2010-2011

Items in **Green** are completed

Items in **Blue** are in process

Items in **Red** have had no action in 2010

### 1) Establish fully the new IAALD organizational structure (transitional year) (E.C.)

#### *Actions required:*

- a. Define "Roles and Responsibilities"
- b. Designate Committee Chairs
  - i. Finance
  - ii. **Membership**
  - iii. Communications
  - iv. Nominations/Elections Communications
  - v. Congress and Conference Liaisons
- c. Invite Chapter Presidents to participate with E.C. on regular conference calls
- d. Invite Partner organizations to assign Liaisons to serve as ex-officio members of the E.C.
- e. **Revise Constitution to integrate new structure**
- f. Establish permanent archive for IAALD documents (including blog posts)

### 2) Review and determine schedule for conferences and congresses

#### *Actions required::*

- a. Review criteria for hosting World Congresses
- b. Assess Congress/Conference bids
  - i. Cornell (2013) – World Congress
  - ii. India (2012) – International Conference
  - iii. Africa (2012) – IAALD Africa Chapter Meeting
  - iv. Other partnership meetings, i.e. Namiba/AIAEE 2011

### 3) Leverage Social Networking services and IAALD website

#### *Actions required:*

- a. Create list of services offered and access points
- b. Establish Communications Committee
- c. Consider options for online forums
- d. Consider revenue models
- e. Consider membership models
- f. Review content of IAALD website

### 4) Conduct needs assessment (online survey) and plan professional development activities (E.C.)

#### *Actions required:*

- a. Create survey tool and send to members
- b. Review responses to identify professional development opportunities, interests of members, Congress preferences (also from previous surveys by Africa Chapter and U.K. potential chapter members)
- c. Determine possible virtual programming, i.e. webinars for members
  - i. Consider fee structure for non-members
  - ii. Implement webinars

## 5) Develop a plan for strengthening membership (Membership Committee)

### *Actions required::*

- a. Identify and explore appropriate partnerships and collaborations, i.e. with sister organizations such as USAIN, JAALD, etc.
- b. Establish member recruitment plan
- c. Determine role of Chapters
- d. Review institutional memberships

## 6) Revise marketing materials (E.C., Communications, Membership)

### *Actions required::*

- a. Describe IAALD more clearly and broadly
- b. Outline advantages/benefits of membership
- c. Consider a new logo and byline

## 7) Review and formalize AIW processes and procedures (E.C./Finance Committee?)

### *Actions required:*

- a. Create an AIW procedures document
- b. Discuss AIW Editorial Board responsibilities and reconstitute
- c. Determine editorial and technical roles)
- d. Appoint/Solicit guest Editors-in-Chief
- e. Determine new financial model
- f. Discuss revenue producing opportunities
- g. Determine payment for technical editing
- h. Determine number of issues per year to remain solvent

## 8) Review budget and continue to revise back-office processes (Finance Committee)

### *Actions required:*

- a. Develop operational procedures for forming and managing Chapters
- b. Assess fund-raising opportunities
- c. Establish a Google Docs site (or something like this) for IAALD organizational documents
- d. Consider hiring a business service in the future

## 9) Finalize elections procedures (Nominations and Elections Committee)

*Actions required::*

- a. Plan for next election in early 2011 (see "Roles" document)

## 10) Determine schedule for E.C. monthly conference calls

*Actions required::*

- a. Invite Chapter Presidents and others to participate as appropriate
- b. Prepare and send out meeting notes on IAALD-L following each call
  - i. Reformat as a monthly email newsletter
  - ii. Determine if there is an open source template for the newsletter