**The San Antonio Chapter of AACN**

###### STRATEGIC CHAPTER PLAN

###### July 2022-2025

**This strategic plan has been developed by the board of SA AACN chapter to provide a disciplined approach to the management of SA AACN chapter over the next year.**

1st Quarter Review on: August 1, 2022

2nd Quarter Review on: January 9, 2023

3rd Quarter Review on: March 6, 2023

4th Quarter Review on: June 5, 2023

**San Antonio Chapter of the American Association of Critical Care Nurses**

**OFFICERS/BOARD MEMBERS – 2021-2024**

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| **TITLE** | **NAME** | **SIGNATURE** | **DATE** |
| President Co-Lead | Courtney Hobson BSN, RN, CCRN |  |  |
| President Co-Lead Immediate Past-Pres 2021-2022 | Marie Mayfield MS, RN, CCRN, CNML |  |  |
| President-Elect | open |  |  |
| Treasurer | Nadya Hinman RN, CCRN |  |  |
| Treasurer-Elect | Barbara Shirley, RN, MSN, CCRN |  |  |
| Secretary | Lorri Hays RN-BC, MSN |  |  |
| Secretary-Elect | **Open** |  |  |
| Education Coordinator/ Past President 2020-2021 | Susan Loyola MSN, RN, NPD-BC |  |  |
| Co-Education Coordinator/ Vendor Coordinator  Part time Board Member | Jill Barrow, APRN, CNS, CCRN-K |  |  |
| Membership/Unit Ambassador Coordinator | La Donna Tolbert BSN, RN, CCRN |  |  |
| Community Outreach Coordinator/ Vendor Past President 2016-2018 | Suzanna Feliciano MBA, BSN, RN, CCRN-K |  |  |
| Social Media/Photography | Jennifer Mireles |  |  |
| Board Member | Amy Timmons RN |  |  |
| Board Member | Lisa Mendez, MSN, RN, NEA-BC |  |  |
|  | **BOARD SUPPORTERS**:  -Roni Hutson, BSN, RN, CCRN-CSC  -Darlene Caruso, RN |  |  |
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### EXECUTIVE SUMMARY

This strategic plan gives a brief overview of the history, accomplishments, mission, vision, and values of both the National and San Antonio AACN (SAAACN) Chapter. This plan outlines the overall goals for July 1, 2022, through June 30, 2025, which delineate strategies to achieve those goals. It also outlines the SAAACN service area, SWOT analysis, and operating budget.

### HISTORY AND BACKGROUND

The SAAACN is a non-profit chapter organized on March 26, 1973. The SAAACN Chapter has received the following AACN Circle of Excellence Chapter Awards:

* 2013-Excellence in Community Education and Public Service
* 2014-Presidents Award
* 2018-Presidents Award, Excellence in Promoting Certification, and Excellence in Chapter Educational Programming at NTI
* 2021-Excellence in Promoting Value of Certification & Excellence in Collaboration
* 2023 - Excellence in Chapter Leadership, Education and President Award

The SAAACN supports its members by facilitating educational events and providing current, evidence-based information to assist nurses in providing patients and their families with the best care possible. We coordinate conferences and CCRN/PCCN review courses to enhance the continuing education and professional development of our members. The SAAACN Chapter also conducts an annual certification celebration in collaboration with other San Antonio nursing organizations to recognize and celebrate certified nurses from all specialties in San Antonio. In partnership with the TNA, we support new graduates during their transition to practice.

We support local community events including the 911 Commemoration, Cocoa Run, flu vaccine campaigns, COVID vaccine campaigns, bystanders’ hand on CPR, city-wide disaster preparedness exercises. We coordinate opportunities for members to participate in local volunteering at the San Antonio Food Bank, The San Antonio Ronald McDonald House, Elf Louise, and Habitat for Humanity and support of Ronald McDonald House and Haven for Hope.

With the impact of Covid and being mindful of Precautions, 2021-22 the chapter provided an hybrid in-person and virtual meetings with COVID precautions taken into consideration. One solely virtual meeting, 7 hybrid educational meetings, 2 volunteer events, 1 certified nursing recognition event and 1 year-long community service project encompassed the year’s events. AACN’s immediate Past President Elizabeth Bridges was the keynote speaker at the 2022 Certification Celebration and provided a wonderfully received address to all in attendance in-person and virtually. Board members collaborated virtually and in person to bring forth new ideas and increase involvement based on feedback from our members. New board members were added and mentored into their roles with plans to support their leadership journeys. We recognize that we still need to continue to work on a succession plan for new Board members to be able to promote leadership development. This past year we have had a consistent board at all our meetings, all non-paid positions. Our funding sources have been primarily from membership, donations, and NTI support for LDW. We began rebuilding and promoting membership starting the year with 85 active members and ending with 122 active members.

1. **MISSION / VISION / VALUES**

**National AACN Mission / Vision / Values:**

Mission

Patients and their families rely on nurses at the most vulnerable times of their lives. Acute and critical care nurses rely on AACN for expert knowledge and the influence to fulfill their promise to patients and their families. AACN drives excellence because nothing less is acceptable.

Vision

AACN is dedicated to creating a healthcare system driven by the needs of patients and families where acute and critical care nurses make their optimal contribution.

Values

As AACN works to promote its mission and vision, it is guided by values that are rooted in, and arise from, the Association’s rich history, traditions and culture. AACN, its members, volunteers and staff will honor the following:

**Integrity** -- We demonstrate sound judgment, ethical behavior and accountability in all we do.

**Inclusion** -- We build an equitable culture, inviting the full contribution of all people.

**Transformation --** We drive change and innovation to positively impact the healthcare system and improve the lives of patients, families and nurses.

**Leadership --** We advocate and influence to achieve optimal outcomes and healthy work environments

**Relationships --** We collaborate and advance partnerships, honoring each individual to strengthen the collective

**San Antonio AACN Chapter Mission / Vision / Values**

Mission:

To advance the art and science of acute and critical care nursing within our community through mentorship, networking, education, and recognition.

Vision:

SAAACN is dedicated to creating a community driven by the needs of patients and families where all nurses make their optimal contribution.

Values:

· We demonstrate loyalty to the mission of AACN

· We promote ethical accountability and integrity in relationships, organizational decisions and stewardship of resources

· We provide transparency in all actions and promote collaboration of ideas among members

* We continually advocate for ongoing, forthright communication incorporating healthy work environment standards
* We support each other and bring joy, connection and fun to our communities
* We strive for excellence

1. **SWOT ANALYSIS**

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| **Strengths:**   * Virtual board meetings and communication through GroupMe app * Hybrid event offerings * Financial stability * Updated Nursing Network Website * Certification Celebration a successful event with excellent feedback from members in attendance * Good consistent education presentations * Providing networking time prior to each meeting | **Weaknesses:**   * Challenged by Pandemic * Decreased member attendance * Venue COVID restrictions * Transition of Chapter officers/Board orientation * Vendor Failure for CCRN Review offering * Inconsistent/timely advertising/marketing of events * Inconsistent reviewing of strategic plan quarterly * Insufficient member involvement * Technical difficulties at some virtual presentations |
| **Opportunities:**   * Strive for a Circle of Excellence Award submission * Reach wider audience through collaboration with community nursing organizations and local universities * Improve visibility through consistent communication and updates- newsletters, social media, website * Provide members with direct impact from community volunteer and service projects * Provide CCRN/PCCN certification review * Promote application for NTI scholarships | **Threats:**   * Continuing of Pandemic * Competing time for everyone * Vendor restrictions and budget * Legacy members stepping back from board |

**SAAACN CHAPTER STRATEGIC OBJECTIVES**

* Strategic Objective 1: Mentorship
  + Sharing best practices, providing encouragement
  + Promoting evidence-based practices
* Strategic Objective 2: Networking
  + Connecting with other local nurses
  + Collaboration of ideas
  + Supporting each other in the profession
* Strategic Objective 3: Education
  + Professional and leadership development
  + Certification and certification review course
* Strategic Objective 4: Community Outreach / Recognition
  + Promoting the Beacon Award for Excellence
  + Addressing local priorities and advocating for
  + Supporting the community through donation of time, talent, and monies

The SAAACN will pursue the following strategic direction:

1. Support existing and new SAAACN Chapter members through mentorship, networking, and community engagement opportunities.

2. Improve marketing efforts to recruit high-caliber members for the chapter.

3. Develop and maintain programs focused on professional growth and leadership development.

4. Build and maintain community partnerships.

5. Promote stewardship of limited resources to maximize opportunities for chapter members.

Goals:

**2021 – 2022 Fiscal Year:**

1. Improve chapter visibility through greater community involvement – at least 2 events, keeping website/social media updated, greater personal contacts and building strategic partnerships
2. Develop leadership within and outside of SA-AACN chapter through establishment of succession plan for the next 2 years for President/President Elect, updated chapter specific job descriptions and engagement of >2 past presidents
3. Increase chapter membership 25% of paid members by end of fiscal year 2022
4. Present monthly education event (per chapter calendar months) via Virtual/Restaurant locations/rotating hospital host based on pandemic adjustments
5. Advance the profession of nursing by presenting a CCRN/PCCN Review Course and incorporating strategies for Healthy Work Environment into chapter/board meetings
6. Increase # of member involvement through volunteering by five people within the chapter or community events and offering NTI scholarships to at least 2 members
7. Maintain Financial Stability through industry contributions, membership, fundraisers to keep a minimum balance of $10,000 in account by end of fiscal year.

**2022– 2023 Fiscal Year:**

1. Provide clear outline of chapter membership benefits to new members (mentorship, education, networking, support, connection, community involvement, scholarships). Encourage chapter growth with recruitment and engagement of members. Review feedback from members with bi-annual needs assessment and event evaluations.
2. Maintain financial stability through membership drives, industry contributions, fundraisers to keep a minimum balance of $10,000 in account by end of fiscal year
3. Increase visibility of chapter community events and provide members a direct impact report of chapter community involvement. Partner with Children’s Bereavement Center of San Antonio for yearly service project.
4. Present Hot Topics in Critical Care Symposium with high-caliber speakers covering clinical, professional development, and resilience topics. Provide continuing education credits.
5. Maintain connection with community and members. Provide monthly educational events, at least 2 community volunteering events, successful Hot Topics Symposium, at least 2 networking social events, 2 NTI scholarships, successful Certification Celebration
6. **OPERATING BUDGET: (Worksheet Attached Needed)**
7. **ENSURE HEALTHY WORK ENVIRONMENT**
8. **Authentic Leadership:** A chapter with a Healthy Work Environment demonstrates Authentic Leadership by: Having a mission, vision, and strategic plan. Having a succession planning strategy. Mentoring new chapter leaders. Establishing clear expectations for each BOD position. Sharing leadership responsibility among the whole BOD. Using the resources on the AACN website/chapters/document resource library.
9. **Skilled Communication:** A chapter with a Healthy Work Environment demonstrates Skilled Communication by: Establishing communication norms (from AACN website). Holding each BOD & chapter member accountable for following the HWE standards. Respecting each member. Actively listening. Dealing with conflict in a positive and timely manner.
10. **True Collaboration:** A chapter with a Healthy Work Environment demonstrates True Collaboration by: Having a shared vision. Conducting a needs Assessment of the membership and developing a strategic plan based on the member’s needs. Offering help/ mentoring for new BOD members. Stepping up to help when other BOD members are having conflicting priorities and life challenges.
11. **Effective Decision Making:** A chapter with a Healthy Work Environment demonstrates Effective Decision Making by: Considering all options. Knowing when and how to delegate. Working collaboratively and optimizing each Chapter member’s competencies. Managing the chapter with fiscal responsibility. Important Questions to Ask: What are your chapters’ processes for making data-driven decisions? Who has decisional authority? Are there identified norms for decisions that require Board approval vs. approval by a specific committee chair? Has your chapter developed a strategic plan for the year with realistic goals? Does your chapter have effective and productive BOD meetings?
12. **Appropriate Staffing**: A chapter with a Healthy Work Environment demonstrates Appropriate Staffing by: Demonstrating effective succession planning. Filling all chapter leadership positions. Mentoring new chapter leaders for success. Developing a strategic plan based on the chapter’s needs. Having the workforce to deliver quality educational events. Matching the right person in the right position. Important Questions to Ask: What are your chapter’s processes for succession planning? How are new members introduced to BOD opportunities? Are all your Board positions filled? Do you have Elect positions — President and Treasurer, at least? Do any of your Board members feel that they cannot do it alone? Feel overwhelmed? Are any of your Board members feeling they want to quit? If so, is it due to burnout? Do you need help with vendors to support your programs? Do you have job descriptions for Board positions?
13. **Meaningful Recognition**: Chapter leaders must be recognized and must recognize others for the value each brings to the work of the chapter. A chapter with a Healthy Work Environment demonstrates Meaningful Recognition by: Having a plan to recognize accomplishments of chapter members. Giving chapter members a voice in the recognition method. Promoting certification. Recognizing that chapter activities are voluntary. Making chapter activities a win-win for their members. Saying “thank you” for a job well done. Important Questions to Ask: How do you recognize your chapter members for becoming involved in chapter activities? How do you recognize your chapter leaders? Do you have a process in place for encouraging chapter leaders/members to attend NTI and/or LDW?

### GOALS & STRATEGIES / COMMITTEES

**A. FINANCIAL INITIATIVES: Nadya Hinman & Barbara Shirley\_\_\_\_\_\_\_\_\_\_\_**

**GOAL: Ensure a balanced sheet: Matching Revenue and Expenses.** **Maintain Financial Stability through industry contributions, membership, fundraisers and minimum balance of $10,000 in account at all times. Provide Scholarships and donations to community/AACN NatL**

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| **STRATEGIES** | **LEAD/RESPONSIBLE PERSON** | **SPONSOR** | **DATE OF COMPLETION** | **COMMENT** |
| 1.Provide Monthly reports and Running Quarterly year-to-date written financial reports prepared & presented to Board. |  |  |  |  |
| 2. Submit Quarterly Financial report to NatL via chapter portal:  1stQuarter (July-Sept) 15 Nov 2ndQuarter(Oct-Dec) 15 Feb 3rd Quarter(Jan-Mar) 15 May 4thQuarter(Apr-Jun( 15 Aug |  |  |  |  |
| 3. Develop draft Budget for upcoming fiscal year based on prior year spending & goals, Include donation to Foodbank, LDW, other |  |  |  |  |
| 4.Bank changeover of authorized user and debit card yearly in July (obtain copy of minutes with names of new officers to take to bank) |  |  |  |  |
| 5.Establish **Audit team** of 3 AACN members for Annual audit. Complete end of **June**. Submit to NatL through portal by 15Aug |  |  |  |  |
| 6.Apply for Educational grants |  |  |  |  |
| 7.Ensure **Check Signer Form** Completion yearly – **15 Aug**& **Non-Employee Compensation** Form (if applicable) yearly **31Dec.** |  |  |  |  |
| 1. Maintain PayPal, Venmo, other accts |  |  |  |  |
| ~~10.Collaborate with Webmaster to add donation button to website~~ Complete |  |  |  |  |
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### EDUCATION/SYMPOSIUM/CERTIFICATION REVIEW COURSE/VENDOR COORDINATION -\_Susan/Jill/Suzanna

# GOAL: To provide monthly Educational Offerings virtual/restaurants/hospital host with 40% of them offering a CNE.

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| **STRATEGIES** | **LEAD/RESPONSIBLE PERSON** | **TOPIC/SPONSOR** | **DATE OF COMPLETION** | **COMMENT OR BUDGET** |
| **September 13, 2022** | LaDonna | Top Golf Meet & Greet |  |  |
| **October 20, 2022** |  |  |  |  |
| **November 3, 2022** | All, Jill (vendors) | Hot Topics in Critical Care Symposium |  |  |
| **? November 17, 2022** |  |  |  |  |
| **? December 15, 2022** |  | Christmas Party? |  |  |
| **January 19, 2023** |  |  |  |  |
| **February 16, 2023** |  |  |  |  |
| **March 16, 2023** |  | Certification Celebration |  |  |
| **April 20, 2023** |  |  |  |  |
| **? May 18, 2023** |  |  |  |  |
| **May 22-24, 2023** |  | NTI 2023 Philadelphia  Future NTIs: Denver 2024, New Orleans 2025, San Diego 2026 |  |  |
| Plan for:  -Making of Flyer with QR Codes  --Posting Flyer on Website /FB/Other/Emailing  --CEU applications  -Certificate -Evaluation (consider survey monkey)  -Print Sign-In Sheets ---Assist with Attendance -Update Nsg Network with attendance post conference |  |  |  |  |
| **Healthy Work Environment Topics weaved into chapter meetings, board meetings and educational topics** |  |  |  |  |
| **Promote & Display certification information /brochures at all educational events** |  |  |  |  |
| Informal Seminars@ Different Locations |  |  |  |  |
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**C.\_MEMBERSHIP/UNIT AMBASSADOR-\_\_LaDonna, Rebekah, Courtney\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GOAL: Increase membership by 25% of paid members by end of fiscal year**

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| **STRATEGIES** | **LEAD/RESPONSIBLE PERSON** | **SPONSOR** | **DATE OF COMPLETION** | **COMMENT** |
| 1. Report monthly number of new members & total membership |  |  |  |  |
| 2.Maintain membership data base & ensure current membership tracking – AACN &Nsg Network (update in real time) |  |  |  |  |
| 3. Welcome letter to New Members – Work with President to Update Yearly |  |  |  |  |
| 4. Send out yearly reminders for expiring memberships |  |  |  |  |
| 5.Provide membership cards from website |  |  |  |  |
| 6. Verify access to membership link functionality to both chapter & national |  |  |  |  |
| 7. Keep Brochure Updated yearly with new logo/other |  |  |  |  |
| 8.Participate in yearly Membership Drives/ Meet & Greet Events/Community Event – partnering with other institution/Schools for recruitment |  |  |  |  |
| 6.Members participate in board meetings & community volunteer events |  |  |  |  |
| 7.Board to mentor members to board |  |  |  |  |
| 8.Needs assessment to all members conducted yearly in April/May timeframe via survey monkey |  |  |  |  |
| 9. Review/Update Merit Scholarship System and Promote point system achieve scholarships for NTI; |  |  |  |  |
| 10. Establish SA AACN Ambassadors/Liaison – partnering with CNO’s, unit/hospital Reps, etc. |  |  |  |  |
| 11.Reach out to Tele, PCU, PACU, Radiology, ED nurses |  |  |  |  |
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1. **COMMUNITY OUTREACH: Suzanna/All\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GOAL: Participate in at least two community events.**

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| **STRATEGIES** | **LEAD/RESPONSIBLE PERSON** | **SPONSOR** | **DATE OF COMPLETION** | **COMMENT** |
| Collaborate with Children’s Bereavement Center of San Antonio to support Uvalde & other community needs |  |  |  |  |
| Volunteer @:  - San Antonio Food Bank  - Habitat for Humanity |  |  |  |  |
| Partner with community for:  -Blood Drive  - Health Fair  -Job Fairs  - Coalition Groups  Providing :  -First Aide  - Bystander hands on CPR  - B/P Checks,  Other |  |  |  |  |
| Coordinate Donations for:  -Ronald McDonald House  -Haven For Hope  -Food Bank |  |  |  |  |
| Partner with local nursing schools |  |  |  |  |
| Visit Different Hospital staff meetings/ orientations to tell educate about chapter |  |  |  |  |
| Increase collaboration with ENA, AORN, TNA, SANC, other chapters & Region in collaboration with membership |  |  |  |  |
| Speakers Bureau – for Schools, Community on topics such as Advance Directive, Importance of Vaccinations, etc. |  |  |  |  |
| Other |  |  |  |  |
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**E. LEADERSHIP/STRATEGIC PLNNING\_\_Courtney, Marie, Rebekah\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GOAL: Develop leadership within and outside of SA-AACN chapter through mentoring and succession planning with President/President Elect for next 2 years for President/President Elect, updated chapter specific job descriptions and engagement of >2 past presidents**

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| **STRATEGIES** | **LEAD/RESPONSIBLE PERSON** | **SPONSOR** | **DATE OF COMPLETION** | **COMMENT** |
| 1.Complete Strategic Plan yearly in June & send copy to Chapter Advisor |  |  |  |  |
| 2. Recruit/develop succession Plan for all positions- discuss 2 positions at each mtg |  |  |  |  |
| 3. Mentor and grow through Co-Leads, intentional recruitment /networking, other |  |  |  |  |
| 4. Update Job Descriptions |  |  |  |  |
| 5.Engage Past Chapter Leaders through feedback in strategic planning, committee support, invite back to attend, other |  |  |  |  |
| 6.Assign Chapter Officers to AACN Chapter Portal Yearly in June |  |  |  |  |
| 11. Maintain **Chapter Charter** – Renewed every 3years – **Due June 2023** |  |  |  |  |
| 7.Assess Chapter for HWE standards & Facilitate HWE Standards in the Chapter:  -Recognition of Achievements & Certification @each Chapter Meeting/Education Events |  |  |  |  |
| 8.Ensure BOD position has assigned responsibility (committee/tasks) with clear expectations |  |  |  |  |
| 9.Board/Chapter Meeting Norms established/agreed upon with group/individual accountability |  |  |  |  |
| 10. Ensure Continuity of Chapter leadership by covering the following:  -Chapter Transition Checklist  -Boot Camp Training: Pres, Pres-Elect, Tres – (All board to complete Tres Boot Camp & highly encouraged the others)  -Review Chapter Charter Agreement  -Review Chapter Governance Manual  -Board Contract Completed by all Board members  -Chapter 101 – All Board Members review  -Chapter Portal – quick scan to get familiar |  |  |  |  |
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| 11. Establishing Continuity Binder (electronic- Website & USB): to include the following:  -Chapter 101  -AACN Bylaws  -Chapter Charter Agreement  -Chapter Governance Manual  -Chapter Bylaws (individual to SA Chapter)  -Job Description  -Chapter Support- CAT/Natl  -Website Resources  -Meeting Etiquette/Norms |  |  |  |  |
| Maintain Chapter History of Past Officers |  |  |  |  |

**F.\_MARKETING/PUBLIC RELATIONS/SOCIAL MEDIA – Rebekah/ Courtney\_/ Jennifer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GOAL: Improve chapter visibility through greater community involvement – at least 2 events, keeping website/social media updated, greater personal contacts and building strategic partnerships**

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| **STRATEGIES** | **LEAD/RESPONSIBLE PERSON** | **SPONSOR** | **DATE OF COMPLETION** | **COMMENT** |
| 1. Maintain Webmaster & designated Web Assists |  |  |  |  |
| 2. Provide training to new board members |  |  |  |  |
| 2. Prior Approval by President required for all postings |  |  |  |  |
| Update Website with Board photo with bio |  |  |  |  |
| Utilize Chapter email address SACONFERENCEAACN@GMAIL.COM |  |  |  |  |
| Maintain social media up & running:  -FB  -Instagram  -Twitter |  |  |  |  |
| Update Standardized Solicitation Letter |  |  |  |  |
|  |  |  |  |  |
| Fundraisers: T-shirts, medals |  |  |  |  |
| Prepare for **Chapter Awards**:  -Excellence in Community Ed & Public Service  -Excellence in Leadership |  |  |  |  |
| Nominate Member for:  -Imagemaker Award  -Circle of Excellence Award |  |  |  |  |
| Offer Scholarships Awards for NTI |  |  |  |  |
| Photographs for all events and ensure upload to Website & shared on Social Media Platforms. |  |  |  |  |
| Certification Celebration - |  |  |  |  |

**D. MARKETING: LaDonna, Courtney\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-**

**GOAL: Improve chapter visibility through greater community involvement – at least 2 events, keeping website/social media updated, greater personal contacts and building strategic partnerships**

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| **STRATEGIES** | **LEAD/RESPONSIBLE PERSON** | **SPONSOR** | **DATE OF COMPLETION** | **COMMENT** |
| 1. Obtain Webmaster & designated Web Assists & arrange training from Nsg Network |  |  |  |  |
| 2. Prior Approval by President required for all postings |  |  |  |  |
| Update Website with Board photo with bio |  |  |  |  |
| Verify Chapter email address(es) |  |  |  |  |
| Ensure All social media up & running:  -FB  -Instagram  -Twitter |  |  |  |  |
| Update Standardized Solicitation Letter |  |  |  |  |
| Current Vendor list |  |  |  |  |
| Fundraisers: T-shirts, medals |  |  |  |  |
| Prepare for **Chapter Awards**:  -Excellence in Community Ed & Public Service  -Excellence in Leadership |  |  |  |  |
| Nominate Member for:  -Imagemaker Award  -Circle of Excellence Award |  |  |  |  |
| Offer Scholarships Awards for NTI |  |  |  |  |
| Photographs for all events and ensure upload to Website & shared on Social Media Platforms. |  |  |  |  |
| Utilize Vendor app (Maureen)? |  |  |  |  |