

Application: 332

Roth-Johnson, Cathy

**Page: Entry Information**

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**Chapter**

CAI Heartland

**Chapter Size**

Medium (251-500)

**Category**

Leadership

**Goals and Objectives: 30 Points**

**Describe the main goal(s) of this program. (15pts)**

We had several committee members that commented that sometimes committees overlapped on responsibilities and needed some restructuring to be more successful and productive.

Our main goals were;

1. To make sure the committees had clear and defined goals
2. To ensure that all committees had a way to measure overall success
3. To be certain all committees felt heard and part of the new plan so everyone was on the same page and felt included in the process
4. To develop a new and improved Chapter Committee Charter

### **Define the strategies used to attain your goal(s). (15pts)**

We knew that some of our committees members might not agree or be open to the changes, so we decided to ask everyone for suggestions. We needed to make sure that everyone bought into the plan to make it work.

We knew our annual chapter strategic planning workshop was coming up. We needed to talk about some of the ideas the board had and changes that they wanted to implement. We would provide a draft of the changes at this workshop to see what everyone thought before anything was decided. The committee chairs are the worker bees that would spread the message onto the committees. We needed everyone to buy into the new changes.

.We would need a strong facilitator for the chapter strategic planning workshop that would help the board achieve their goals.

We planned to meet with him first to help us share the vision with the rest of the group.

Once the board and facilitator decided on the direction, then we would need to outline the plan for the group. We needed to make sure we outlined clear goals and ways to measure if the committees were being successful.

## **Development & Implementation: 45 Points**

In the next 3 sections, describe how the program was organized and executed within the areas of budget and marketing.

### **Budget Development (5pts)**

The only cost that was involved were large post it notes and lunch for the strategic planning session that the board had already budgeted for.

Large post it notes- \$30

Markers were provided by the CED.

### **What marketing techniques were used? (10pts)**

The CED notified all the committees, chairs and board members by email that we were looking for suggestions on how to improve our committee structures.

The CED sent out email invitations to all committee chairs and board members asking them to attend and participate in our Annual Strategic Planning Workshop. The CED also followed up with an additional email reminder and phone calls.

The board of directors and CED kept the lines of communication open throughout the planning sessions to make sure all the committee chairs felt heard and part of the overall plan.

Once the new committee charters were in place, each committee member, chair and board member received a copy of the revisions.

### **Who was your target audience? (10pts)**

Our target audience was the board of directors, committee chairs and all committee members.

**Describe in detail how your program was implemented. Include deadlines, responsibilities and the implementation process. (20pts)**

The first steps we took were to ask the committees and committee chairs for their feedback on what they thought needed to be changed or revised. The committee members and chairs had two weeks to send their recommendations to the CED.

We then found a facilitator to help us deliver the plan.

The CED then scheduled the Annual Chapter Strategic Planning Workshop which was 30 days later.

During our chapter strategic planning meeting, the board of directors and committee chairs worked together to redefine our goals and see where we were lacking to make sure everyone was on the same page. We wanted to be clear that each committee would be tasked with specific goals to make everyone accountable for their new responsibilities.

The CED compiled the notes and sent them out to the board and committee chairs within 10 days.

The next week the Council of Chairs, President Elect and CED meet to go over the plan and discuss what committee would be tasked with which specific goals.

The board meet two weeks later to go over what the Council of Chairs decided. They then fine tuned the plan and determined ways the committees could measure their success. The goals and expectations were clear and defined.

The CED then went through the existing Committee responsibilities form to come up with the new and improved Committee Charters.

Once the board and committee chairs agreed on the revisions, the CED sent the new Committee Charters to all committee members so everyone had a chance to review and sign the new plan.

**Results and Evaluation 25 Points**

**Using specific examples, describe the methods used to determine the program's success as it relates to your goal(s) (15pts)**

The committee chairs and board members worked together to develop more effective chapter committee charters.

We made sure everyone felt heard and involved in the planning process.

We were able to successfully update our roles and responsibilities per committee to make sure the chapter was more efficient and organized than before!

There was no more confusion or overlap of responsibilities since the goals were clear and defined per committee. Everyone knew what they were responsible for. This increased productivity throughout the chapter since everyone knew what they needed to do.

An added bonus was some of our committees became so much more efficient with the new guidelines that committee meetings went from 2 hours in length to only 1 hour! This added benefit saved everyone's time to get one to other responsibilities.

The committees had a way to measure their success now.

**How can the program be improved to use for the future? (5pts)**

As our chapter grows and evolves we will continue to update and change our strategic goals. We will then need to assign new goals and responsibilities to the different committees. As needs arise we can take what the group implemented and continue to add to the success.

**How did this bring overall value to the chapter? (5pts)**

The new committee charters helped the committees be more effective so we were not duplicating efforts and being mindful of everyone's time and contributions. It brought our volunteers closer together to work for a common goal while helping make our chapter stronger and more efficient.

Supporting documents including flyers, postcards, pictures, videos etc. can be uploaded below. While they aren't required for your submission we certainly encourage it.

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