ΩΦΑ Vision 2010 Quick Reference and Progress Status

Issue 1: Structure & Function

Goal 1: Clarify the structure of Omega Phi Alpha and detail how each component functions.

Activity	Timeline	Responsibility	Progress
Strategy 1.1: Assess current structural state of the organization and determine progress based on Vision 2005.			
1: Review Vision 2005 regarding structure to determine purpose, goals, and the expected function of each organizational level.	Start 8/1/05 End 12/1/05	National Secretary and Structure Committee	●
2: Compare how the organizational chart and reporting relations were proposed in Vision 2005 to the current status.	Start 8/1/05 End 12/1/05	National Secretary and Structure Committee	●
Strategy 1.2: Define functions and purposes of each level of the organization, and develop a national organizational chart and chain of command with reporting relationships.			
1: Survey stakeholders for their view and understanding of the functions and purposes of the levels of the organization and on how they think the organizational chart should look.	Start 1/15/06 End 4/1/06	National Secretary, Structure Committee, and Virtual Assistant (VA)	●
2: Define and document functions and purposes of National Executive Board (NEB), districts and chapters, and create a flowchart to show the chain of command and a reporting relations chart.	Start 4/1/06 End Convention 2006	National Secretary and Structure Committee	●
3: Develop and document standard operating procedures (SOP).	Start 8/1/06 End 6/1/08	VP Business Operations	●
Strategy 1.3: Assess current district divisions and determine a selection process for alumnae convention representatives.			
1: Determine if the current districts meet our active chapter needs and ensure adequate representation for alumnae.	Start 8/1/05 End 8/1/06	VP Alumnae Relations	●
2: Determine the best way for selecting alumnae convention delegates to best represent alumnae.	Start 8/1/06 End 6/1/08	VP Alumnae Relations	●

Progress Indicators: ● Not started, ● In progress, and ● Complete

Updated 8-24-06

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Issue 1: Structure & Function			
Goal 1: Clarify the structure of Omega Phi Alpha and detail how each component functions. (Continued)			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 1.4: Define roles and responsibilities for all OPA leaders.			
1: Assign duties to positions to provide for proper internal controls and maximum efficiency, ensuring that all duties are assigned.	Start 8/1/06 End Convention 2007	National Secretary	●
2: Create a duties supplement to the flowchart.	Start 1/15/07 End Convention 2007	National Secretary	●
Strategy 1.5: Communicate and educate members on structure.			
1: Update national calendar and the National Handbook.	Start 8/1/05 End Ongoing	VP Leadership Development	●
2: Create an annual structure and function presentation for convention.	Start 8/1/06 End 6/1/07	VP Business Operations	●
3: Create a Frequently Asked Questions (FAQ) page on the national website.	Start 8/1/05 End 11/1/06	National Secretary	●

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Issue 1: Structure & Function			
Goal 2: Maintain healthy chapters and provide adequate support to active chapters.			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 2.1: Establish chapter health monitoring guidelines, and develop strategies for responding to chapter problems.			
1: Create a checklist and monitoring process to aid in determining the "health" of a chapter.	Start 8/15/05 End Convention 2006	VP Leadership Development	●
2: Develop indicators and strategies or responses for "trouble" areas for chapters.	Start 8/1/06 End Convention 2007	VP Leadership Development	●
Strategy 2.2: Establish chapter support guidelines.			
1: Create a contract checklist between the organization and chapters as to support and communication they should have to ensure chapters receive adequate support.	Start 8/1/07 End 6/1/08	VP Leadership Development	●

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Issue 2: Intra-sorority Communication

Goal 3: Improve intra-sorority communication.

Activity	Timeline	Responsibility	Progress
Strategy 3.1: Develop formal communication guidelines.			
1: Review reporting requirements already in place – including both internal and external requirements at the chapter, district, and national levels.	Start 8/1/05 End 12/15/06	National Secretary and chapter secretaries	●
2: Document reporting requirements that are mandated by external agencies, and develop standard operating procedures (SOPs) to ensure compliance with those requirements.	Start 1/15/06 End 6/1/06	VP Business Operations	●
3: Mandate, develop or establish official and formal internal reporting requirements and formats.	Start 8/1/06 End 6/1/08	VP Business Operations	●
Strategy 3.2: Use technology to improve communication.			
1: Revise the national website to include pertinent information for public, donors, and members.	Start 3/1/05 End 6/1/06	VP Communications	●
2: Clarify and communicate OPA publication distribution details, and increase methods of distributing.	Start 8/1/05 End 6/1/07	VP Communications	●
3: Develop a national message board.	Start 1/15/06 End 6/1/06	VP Communications	●
4: Develop an emergency contact for OPA, both an email address and a phone number that will have a guaranteed 24-hour response time (or less).	Start 8/1/06 End 12/15/06	National Secretary	●
Strategy 3.3: Develop ongoing communication education.			
1: Develop email guidelines and etiquette.	Start 1/15/06 End 8/1/06	VP Leadership Development	●
2: Develop workshops and conferences on communication guidelines and use.	Start 6/1/06 End 6/1/08	VP Leadership Development	●

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Goal 3: Improve intra-sorority communication. (Continued)			
Activity	**Timeline**	**Responsibility**	**Progress**
3: Develop procedures for (and offer training for) the use of communication tools including but not limited to: teleconferencing, on-line live meeting software, chat sites, IMP on-line, etc.	Start 8/1/06 End 6/1/07	National Secretary	●
4: Develop procedures for the establishment, oversight, and use of Yahoo groups, and then provide written procedures and training for users.	Start 1/1/06 End 6/1/07	National Secretary	●

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Issue 3: Education & Leadership			
Goal 4: Create, maintain, and facilitate a comprehensive national educational and training program.			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 4.1: Determine a timely and effective method for maintaining leadership and education materials.			
1: Review current status of OPA's leadership and educational materials.	Start 1/15/06 End 6/1/06	VP Leadership Development	●
2: Determine the appropriate method for the maintenance of leadership and education material and where the appropriate oversight of these materials should be located.	Start 8/1/05 End Convention 2006	VP Leadership Development	●
Strategy 4.2: Update and improve all training and education materials.			
1: Update national handbooks to include details of duties, standard operating procedures (SOPs) and FAQs.	Start 6/1/05 End Ongoing	VP Leadership Development	●
2: Define education curriculum for pledging and colonization, and revise pledging and colonization handbooks to contain lesson plans and teaching instructions.	Start Convention 2005 End Convention 2006	National Membership Director	●
3: Research what universities and local community organizations have to offer for leadership conferences and training, and provide information to chapters.	Start 8/1/06 End 6/1/07	TLC's and chapter representatives	●
4: Create and gather sets of ready-to-use workshops.	Start 8/1/07 End 6/1/08	VP Leadership Development	●
5: Create a leadership program to increase actives' leadership education opportunities.	Start Convention 2005 End Convention 2006	VP Leadership Development	●

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Issue 3: Education & Leadership			
Goal 4: Create, maintain and facilitate a comprehensive national educational and training program. (Continued)			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 4.3: Implement national education program.			
1: Develop/document requirements of the sorority's education program.	Start 8/1/06 End Ongoing	VP Leadership Development	●
2: Establish methods of presenting and teaching materials.	Start 1/1/07 End 6/1/07	VP Leadership Development	●
3: Develop a calendar of annual topics with dates (ongoing education program).	Start 1/1/07 End 6/1/07	VP Leadership Development	●

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Issue 3: Education & Leadership			
Goal 5: Develop a leadership development and evaluation plan.			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 5.1: Establish a leadership development and transition plan.			
1: Create a flowchart or a document that shows a ladder of leadership succession.	Start 1/1/07 End 6/1/07	National Secretary	●
2: Create "tasks" and committees below each national VP to create learning opportunities and additional leadership roles for sisters to gain experience.	Start 8/1/07 End 12/1/08	National President	●
3: Document and distribute success skills for each position in the sorority.	Start 8/1/05 End 3/1/06	National Secretary	●
4: Use the Nominating committee to identify needed skills and talents for upcoming year, and begin actively seeking out qualified applicants.	Start 1/15/06 End Ongoing	National Secretary	●
5: Create a standardized application and selection process for TLCs and DAAs that involves both the overseeing VP and the actives or alumnae.	Start 8/1/06 End 6/1/07	National Secretary	●
6: Maintain an active database of professional and degree information that can be accessed for "networking" purposes.	Start 8/1/05 End Ongoing	VP Alumnae Relations	●
Strategy 5.2: Create evaluation processes for all OPA leadership positions.			
1: Identify all OPA positions that should be evaluated, and identify the evaluation criteria and the process for completing the evaluations.	Start 8/1/07 End Convention 2008	National Secretary	●
2: Provide copies of duties requirements and evaluation checklist to each person as they enter into a position so they know up front what will be expected and what will be evaluated.	Start 8/1/08 Ongoing	National Secretary	●

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Issue 4: Alumnae Involvement			
Goal 6: Build and manage an effective alumnae program.			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 6.1: Define the alumnae program within the national organization.			
1: Define and document the alumnae program, how it functions, and how it fits into the overall organization.	Start 8/1/05 End Convention 2007	VP Alumnae Relations	●
2: Define the role of the District Alumnae Advisors (DAAs) and other alumnae leaders in both national and district level activities. Develop written procedures for DAAs that covers both of their roles.	Start 8/1/05 End Convention 2007	VP Alumnae Relations	●
3: Define how alumnae chapters fit into the alumnae association and overall structure of OPA.	Start 5/1/05 End Convention 2007	VP Alumnae Relations	●
Strategy 6.2: Develop and improve alumnae communication venues.			
1: Create a section of the website dedicated to alumnae for information regarding alumnae association, opportunities, recognition, etc.	Start 5/1/05 End 6/1/06	VP Alumnae Relations	●
2: Continue to enhance the *Chevron* – encouraging this as a communication tool between alumnae and alumnae chapters.	Start 8/1/05 End 6/1/06	VP Alumnae Relations	●
Strategy 6.3: Create national alumnae involvement opportunities.			
1: Create a list of activities and opportunities for alumnae and communicate it.	Start 8/1/06 End Convention 2007	VP Alumnae Relations	●
2: Actively seek alumnae to fill positions and involved them - don't wait for them to call.	Start 1/15/07 End Ongoing	VP Alumnae Relations	●

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Issue 4: Alumnae Involvement			
Goal 6: Build and manage an effective alumnae program. (Continued)			
Activity	**Timeline**	**Responsibility**	**Progress**
3: Create avenues and resources for alumnae to give back to the Omega Phi Alpha community and to their local communities.	Start Convention 2007 End 6/1/08	VP Alumnae Relations	●
4: Motivate alumnae dedication to service and OPA through increased recognition programs.	Start 8/1/05 End Ongoing	VP Alumnae Relations	●
5: Create additional alumnae chapters throughout the country.	Start 8/1/06 End 6/1/10	VP Alumnae Relations	●
6: Inform and enroll alumnae in OPA programs.	Start 1/15/06 End Ongoing	VP Alumnae Relations	●
Strategy 6.4: Create an Exit program for graduating actives.			
1: Develop an exit package for all new alumnae.	Start 8/1/05 End 11/1/05	VP Alumnae Relations	●
2: Create an interest checklist that allows graduating members to notify OPA of their desire and preferred way to remain involved.	Start 8/1/07 End 12/1/07	VP Alumnae Relations	●
3: Create welcome packets for common cities our graduates move to.	Start 8/1/08 End Ongoing	VP Alumnae Relations, Community Packets Committee, and Virtual Assistant.	●

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Issue 5: Fundraising			
Goal 7: Increase revenue from external sources.			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 7.1: Develop an organization wide fundraising initiative.			
1: Review previous fundraising plans and initiatives. Determine the effectiveness of current fundraising methods used at all levels of the organization – include ALL collections from ALL sources (include dues and other collections from members).	Start 10/1/05 End 6/30/06	VP Finance	●
2: Establish the infrastructure to support the fundraising effort across the organization, including the people, procedures and evaluation tools to ensure a successful model.	Start 6/30/06 End 6/1/08	VP Finance	●
3: Establish a separate fund for "fundraising administrative proceeds" to allow for the development of professional marketing campaigns and paid professional fees.	Start 7/1/05 End Ongoing	VP Finance	●
4: Contract with professional marketing firm to develop a fundraising plan for OPA – each component.	Start 7/1/2008 End Ongoing	VP Advancement Planning	●
Strategy 7.2: Identify available resources and communicate giving opportunities.			
1: Develop section on OPA website for on-line donations.	Start 8/1/05 End 12/1/05	VP Communications	●
2: Initiate an alumnae annual giving program.	Start 11/1/05 End Ongoing	VP Advancement Planning	●
3: Develop a section of the national website for sharing fundraising ideas, contacts and links.	Start 1/15/06 End 3/15/06	VP Communications	●
4: Develop a written statement that can be given to each member that explains how important their <u>personal</u> contribution to OPA is – in terms of time, talent, money and ideas.	Start 1/15/06 End 5/1/06	VP Advancement Planning	●

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Issue 5: Fundraising			
Goal 7: Increase revenue from external sources. (Continued)			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 7.3: Investigate grant, investment, and tax opportunities.			
1: Create a 501c3 organization for the sorority to allow tax-deductible donations.	Start 8/1/06 End 6/30/08	VP Advancement Planning	●
2: Apply for federal and private foundation grants to fund OPA activities.	Start 7/1/07 End 3/31/08	VP Advancement Planning	●
3: Maximize investment earnings on idle funds.	Start 12/31/08 End Ongoing review	VP Finance	●
4: Increase chapter savings balances with national using an education/incentive program to encourage deposits.	Start 9/30/06 End 6/30/07	VP Finance	●
Strategy 7.4: Develop donor recognition program.			
1: Create a special insert to the *Chevron* to recognize donors.	Start Summer 2006 End Ongoing	VP Communications	●
2: Report all donations received by each chapter as well as those received at the national level.	Start 1/1/06 End Convention 2006	VP Communications	●
3: Design/purchase donor gifts to reward donors for making contributions.	Start 1/1/06 End 7/1/06	VP Advancement Planning	●
4: Provide a “lifetime of giving” plan with appropriate recognition and “rewards.”	Start 7/1/08 End 12/31/09	VP Advancement Planning	●

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Issue 5: Fundraising			
Goal 7: Increase revenue from external sources. (Continued)			
Activity	**Timeline**	**Responsibility**	**Progress**
Strategy 7.5: Develop a sponsorship program.			
1: Identify activities and functions that private companies could "sponsor" with donations.	Start 8/1/07 End Convention 2008	VP Advancement Planning	●
2: Identify incentives to be given in return for sponsorship dollars and levels of sponsorship.	Start 1/15/08 End Convention 2008	VP Advancement Planning	●
3: Develop list of potential companies to solicit for sponsorships.	Start 1/15/08 End 8/1/08	VP Advancement Planning	●
4: Seek contributions from private companies to sponsor specific activities or functions.	Start 8/1/08 End Ongoing	VP Advancement Planning	●