

Objective	Category	Activity Title	Activity Description	Responsible	Measure	Goal
1	Section Performance	Institute standard operating procedures for section	<ul style="list-style-type: none"> <li>- Document/assign backup for each section position</li> <li>- Assign vice-chair</li> <li>- Add/remove authorized signers on Bank accounts</li> <li>- Train Program committee board members to use Acteva</li> </ul>	Wai, Mike Spencer, Jeanne, Mike Ahmadi, Dawn	Documented backups and processes that would be transferred at end of term	1/1/2010
2	Section Performance	Complete section requirements for ASQ Total Quality Award	<p>May 1, 2009- Submit required elected officers online to ASQ National Jul 1, 2009 - 2009/2010 Board installed</p> <p>June 30, 2009 - Submit required committee chairs to ASQ national</p> <p>August 15, 2009 - Submit Audit 2008/2009 of Section books</p> <p>September 1, 2009 - Submit completed Plan ( 75% goals achieved) and cover letter to HQ for 2008/2009 Plan</p> <p>October 1, 2009 - Submit your section's 2009-2010 plan to HQ (smp@asq.org) and your RD</p> <p>October 1, 2009 - Submit Operating Budget to ASQ National (must correspond to Business Plan)</p> <p>January 10, 2010 - Submit 1099 form to ASQ HQ</p>	Wai, Mike Spencer, Jeanne, Arlene	Meet all requirements by dates	6/1/2010
3	Section Performance	Track & report on section metrics	Use data captured in Acteva, section survey and web hosting tool to monitor and track section communications, event registration, and section membership input	Dawn, Darrell, Mike Ahmadi, Mike Spencer, Arlene	Reporting mechanism utilized and data presented in final report	4/30/2010
4	VOC	Gather information about section members needs	<ul style="list-style-type: none"> <li>- Continue to utilize on-line survey to request input from section members- semi-annually</li> <li>- Continue to utilize online/paper survey for the section's events- monthly or as held</li> </ul>	Mike Spencer, Mike Ahmadi, Darrell	Information collected, analyzed, published and archived for later review	3/30/2010
5	EXPANDING CONSTITUENCY BASE	Optimize section communications	<ul style="list-style-type: none"> <li>- Continue monitoring and updating of website</li> <li>- Develop and adhere to newsletter calendar</li> </ul>	Dawn, Wai, Mike Ahmadi, Blaine	<ul style="list-style-type: none"> <li>- Content added and number of hits per month.</li> <li>- Monthly communications calendar continuously updated</li> </ul>	6/30/2010
6	EXPANDING CONSTITUENCY BASE	Integrate event scheduling and networking information for SF/bay area sections	Work with other sections on how to coordinate activities and website announcements. Share/consolidate tools where possible.	Dawn, Darrell, Mike Ahmadi, Mike Spencer, Wai, Blaine	Inclusion of links to other sections event information in section publications and on website; manage joint LinkedIn group to improve networking; use Twitter to announce activities and events; consolidated calendar for sections, joint networking activities.	3/1/2010
7	EXPANDING CONSTITUENCY BASE	Attract/retain section members	<ul style="list-style-type: none"> <li>- Offer season pass options to make it affordable, easy for members to register for events.</li> <li>- Send letter to those members who have not renewed ASQ membership.</li> </ul>	Mike Ahmadi, Darrell, Wai, Jim	<ul style="list-style-type: none"> <li>- Sell a minimum of 12 season passes.</li> <li>- Standard letter of renewal sent to members and tracking of renewals per month.</li> </ul>	12/1/2009

8	<b>EXPANDING CONSTITUENCY BASE</b>	Develop Program schedule of events of interest to section members	<ul style="list-style-type: none"> <li>- Brainstorm with board of directors and section members to identify a wider variety of events, speakers, and locations -</li> <li>- Organize program committee with variety of section members to assist in organizing events that are of more interest to section members</li> <li>- Sponsor a local scholarship/local event</li> </ul>	Mike Ahmadi, Mike Spencer, Wai, Kate, Dawn	<ul style="list-style-type: none"> <li>- Seminar identified, and communicated in newsletters at least 2 months before the actual date - Identify more than one location for section dinner events</li> <li>- Identify and sponsor a scholarship/local event that is meaningful for section membership</li> </ul>	3/1/2010
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