



Texas State Organization Strategic Plan of Action Responsibilities for State Personnel

The **Texas State Organization Strategic Plan of Action Responsibilities for State Personnel** is not a governing document but a listing of responsibilities for some positions. It is a checklist for TSO officers, committee chairs, area coordinators and other state appointed personnel to assure the State's Strategic Plan is achieved.

**TEXAS STATE ORGANIZATION'S
STRATEGIC PLAN OF ACTION INDIVIDUAL RESPONSIBILITIES**

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The Strategic Intent: Goals, Initiatives, Objectives, Actions
Goals are in red; Initiatives, in blue; Objectives, in green; Actions, in black

SPA Responsibilities of TSO President

GOAL 1: Membership Development

1.A Recruit

1.A.2 Market DKG to multi-generations including early career educators and students pursuing careers as professional educators

1.A.2.a Recognize chapters, members or universities who successfully work with early career educators. (ACs, TSO Officers)

1.B Retain

1.B.1 Intervene with chapters in order to provide them support and encouragement

1.B.1.d Assist members of dissolved chapter as they transfer their memberships before dissolution of chapter/ (TSO President, TSO 2nd VP, Membership Chair, ACs)

1.B.2 Mentoring Program for both chapters and new members

1.B.2.a Provide each chapter president with a list of area members who serve on all state committees for sources of information and chapter programs. (TSO President)

1.B.2.b Strengthen chapters using established area leaders to visit other chapters. (TSO Officers, TSO Mentors, ACs)

GOAL 2: Leadership Development

2.A Chapter Leadership

2.A.1 Chapter leadership training

2.A.1.b Encourage chapter presidents to attend LDCP. (TSO President, ACs)

2.A.1.c Encourage chapter presidents unable to attend LDCP training to attend follow-up training. (TSO President, ACs)

2.B Area Leadership

2.B.1 Area Coordinator Training

2.B.1.a Place emphasis on successful strategies when working with chapters during the biennium. (TSO Officers)

2.B.1.b Build a working relationship with the TSO mentors and the mentees by allowing the mentors to attend AC training. (TSO President)

2.B.1.c Provide periodic training for ACs to be held during the biennium as needed. (TSO President)

2.C State Leadership

2.C.2 Leadership Seminar

2.C.2.c Work directly with Leadership Seminar Committee Chair in promoting Leadership Seminar through information included on the Leadership Seminar webpage on the TSO website. (TSO President, Leadership Seminar, Webmaster)

2.C.3 Convention participation

2.C.3.a Devise varied ways to market the value of state convention attendance, including but not limited to use of social media. (TSO President, Convention Chair)

2.C.4 LOSP

2.C.4.a Structure plans for LOSP sessions as needed based upon most recent data. (TSO President, LOSP)

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

2.D.3 International Convention participation

- 2.D.3.a Advertise with use of social media and individual testimonials the value of attendance at international conferences and conventions. (TSO President, LSN)

GOAL 3: Communications and Publicity

3.B Social Media

3.B.1 Utilize social media to promote the Society and inform members

- 3.B.1.a Use social media outlets such as: Facebook, Twitter, Constant Contact. (TSO President or Designee)

3.D Educational Impact

3.D.1 TSO will make an educational impact throughout the state

- 3.D.1.c Create networks/alliances with groups of similar purpose. For example: Texas Retired Teachers Association, Girl Scouts, Chambers of Commerce, American Association of University Women. (TSO President, Legislation, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.1 Convention

- 4.A.1.a Evaluate annual convention as to effectiveness of convention offerings, fulfilling duties and responsibilities of chapter officers and meeting needs of members. (TSO President, Convention Chair, Research)
- 4.A.1.c Solicit one or more articles explaining the benefits of convention Attendance on membership retention, leadership, and chapter strengthening. (TSO President, LSN, Convention Chairs)

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)

- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)
- 4.A.2.c Compilation of the survey of all state officers, committee chairs and ACs will be made by the immediate previous LOSP Chair prior to the October Executive Committee meeting. The results of survey will be presented at the October Executive Committee meeting by the State President. (TSO President, LOSP)

4.A.4 Evaluation of State Bylaws and Rules

- 4.A.4.a Continue to review TSO Bylaws and Rules to ensure compliance with International Constitution and consistency in the decision-making process. (TSO President, Bylaws and Rules, Parliamentarian)

4.C Mentoring

- 4.C.1.a Assign mentoring teams to work with chapters within the State. (TSO President)

4.D Area

4.D.3 AC Training

- 4.D.3.a Evaluate feedback from the TSO Mentors and ACs at the beginning of the biennium so that the Executive Committee can evaluate the effectiveness of the AC training. (TSO Mentors, ACs, TSO Officers)

SPA Responsibilities of TSO Officer

(Additional specific responsibilities for 2nd VP, Recording Secretary and Parliamentarian can be found in the document on pages 8 and 9)

GOAL 1: Membership Development

1.A Recruit

1.A.2 Market DKG to multi-generations including early career educators and students pursuing careers as professional educators

1.A.2.a Recognize chapters, members or universities who successfully work with early career educators. (ACs, TSO Officers)

1.B Retain

1.B.2 Mentoring Program for both chapters and new members

1.B.2.b Strengthen chapters using established area leaders to visit other chapters. (TSO Officers, TSO Mentors, ACs)

GOAL 2: Leadership Development

2.B Area Leadership

2.B.1 Area Coordinator Training

2.B.1.a Place emphasis on successful strategies when working with chapters during the biennium. (TSO Officers)

2.C.5 State Committees

2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, *LSN*)

4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

4.D Area

4.D.3 AC Training

- 4.D.3.a Evaluate feedback from the TSO Mentors and ACs at the beginning of the biennium so that the Executive Committee can evaluate the effectiveness of the AC training. (TSO Mentors, ACs, TSO Officers)

SPA Responsibilities of TSO Mentors

GOAL 1: Membership Development

1.B Retain

1.B.1 Intervene with chapters in order to provide them support and encouragement

- 1.B.1.a Share membership data with TSO Mentor and AC to facilitate discussions with chapter president. (TSO 2nd VP, TSO Mentors, ACs)
- 1.B.1.b Support and encouragement will be provided from state mentoring teams. (TSO Mentors)
- 1.B.1.e Assist relocating members for transfer to another chapter. (TSO 2nd VP, ACs, TSO Mentors)
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate. (TSO Mentors, 2nd VP, ACs)

GOAL 2: Leadership Development

2.C State Leadership

2.C.2 Leadership Seminar

- 2.C.2.a Encourage members to apply to further develop their leadership skills. Form is available at dkgtexas.org for the biennial two-day seminar. (TSO Mentors, Leadership Seminar, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.D Area

4.D.1 Area Workshop

- 4.D.1.b Share results of evaluation with TSO Mentor. (TSO Mentors, ACs)

4.D.2 Mentors from TSO

- 4.D.2.a Maintain a relationship with Area Coordinators and Chapter Presidents of their respective areas. (TSO Mentors)

4.D.3 AC Training

- 4.D.3.a Evaluate feedback from the TSO Mentors and ACs at the beginning of the biennium so that the Executive Committee can evaluate the effectiveness of the AC training. (TSO Mentors, ACs, TSO Officers)

SPA Responsibilities of 2nd Vice President (Additional to those found on pages 6 and 7 for a State Officer)

GOAL 1: Membership Development

1.A Recruit

1.A.1 Promote the implementation of the TSO Recruitment Plan

- 1.A.1.a Use the website dkgtexas.org/committees/membership to understand the plan.** (TSO 2nd VP, Membership Chair, Webmaster)
- 1.A.1.b Present the plan at LDCP training.** (TSO 2nd VP, LDCP)
- 1.A.1.c Share examples of plan success.** (TSO 2nd VP, Membership Chair)

1.B Retain

1.B.1 Intervene with chapters in order to provide them support and encouragement

- 1.B.1.a Share membership data with TSO Mentor and AC to facilitate discussions with chapter president.** (TSO 2nd VP, TSO Mentors, ACs)
- 1.B.1.d Assist members of dissolved chapter as they transfer their memberships before dissolution of chapter.** (TSO President, TSO 2nd VP, Membership Chair, ACs)
- 1.B.1.e Assist relocating members for transfer to another chapter.** (TSO 2nd VP, ACs, TSO Mentors)
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate.** (TSO Mentors, 2nd VP, ACs)

1.C Reinstate

1.C.1 Reinstate members

- 1.C.1.a Encourage contact calling of former members using Annie Calling: explanation and Discussion Map located at dkgtexas.org/membership.** (TSO 2nd VP, Membership Chair, Chapters)

SPA Responsibilities of State Recording Secretary (Additional to those found on pages 6 and 7 for a State Officer)

GOAL 4: Organizational Effectiveness

4.B Coordinating Councils

- 4.B.1.a Compile a list of Coordinating Councils in the state with contact information of chairmen and chapters included in the council. Have list accessible on the TSO website.** (Recording Secretary)
- 4.B.1.b Work closely with the coordinating councils throughout the state to clarify their functions and define responsibilities.** (Recording Secretary)

SPA Responsibilities of State Parliamentarian (Additional to those found on pages 6 and 7 for a State Officer)

GOAL 4: Organizational Effectiveness

4.A State

4.A.4 Evaluation of State Bylaws and Rules

- 4.A.4.a Continue to review TSO Bylaws and Rules to ensure compliance with International Constitution and consistency in the decision-making process.**
(TSO President, Bylaws and Rules, Parliamentarian)

SPA Responsibilities of ASTEF

GOAL 1: Membership Development

1.A Recruit

1.A.2 Market DKG to multi-generations including early career educators and students pursuing careers as professional educators

1.A.2.b Publicize and acknowledge scholarships for ASTEF Aspiring Educators. (ASTEF)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)

4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

4.F ASTEF

4.F.1 Publicize ASTEF

4.F.1.a Provide information about donations, non-dues and disbursement of funds in leadership, scholarship, and projects. (ASTEF)

4.F.2 Devise ways to strengthen member understanding of the connection between ASTEF and TSO

4.F.2.a Strengthen member understanding of the connection between ASTEF and TSO by having the *Lone Star News*, Constant Contact, ASTEF annual business meeting and chapter programs share information of the activities of ASTEF. (ASTEF, LSN, Chapters)

4.F.3 Promote ways to fund projects for chapters through ASTEF marketing programs and advancement

4.F.3.a Publish how to successfully apply for ASTEF project funds. (ASTEF)

4.F.3.b Present at state convention a workshop on applying for ASTEF project funding. (ASTEF)

SPA Responsibilities of Area Coordinators

GOAL 1: Membership Development

1.A Recruit

1.A.2 Market DKG to multi-generations including early career educators and students pursuing careers as professional educators

- 1.A.2.a Recognize chapters, members or universities who successfully work with early career educators. (ACs, TSO Officers)

1.B Retain

1.B.1 Intervene with chapters in order to provide them support and encouragement

- 1.B.1.a Share membership data with TSO Mentor and AC to facilitate discussions with chapter president. (TSO 2nd VP, TSO Mentors, ACs)
- 1.B.1.d Assist members of dissolved chapter as they transfer their memberships before dissolution of chapter. (TSO President, TSO 2nd VP, Membership Chair, ACs)
- 1.B.1.e Assist relocating members for transfer to another chapter. (TSO 2nd VP, ACs, TSO Mentors)
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate. (TSO Mentors, 2nd VP, ACs)

1.B.2 Mentoring Program for both chapters and new members

- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters. (TSO Officers, TSO Mentors, ACs)

1.B.3 Buddy or sister chapters

- 1.B.3.a Establish contact with another chapter, where multiple chapters exist, linking chapters to each other to form a buddy system. Meetings and projects can be shared. (ACs, Chapters)

GOAL 2: Leadership Development

2.A Chapter Leadership

2.A.1 Chapter leadership training

- 2.A.1.b Encourage chapter presidents to attend LDCP. (TSO President, ACs)
- 2.A.1.c Encourage chapter presidents unable to attend LDCP training to attend follow-up training. (TSO President, ACs)

2.B.2 Area Workshop participation

- 2.B.2.a Encourage greater attendance at Regional Area Workshops by utilizing methods of communication i.e., Save the Date card. (ACs)
- 2.B.2.b Emphasis should be placed on attending Regional Area Workshop, as it is vital training for all chapter members in leadership positions. (ACs)

2.C State Leadership

2.C.2 Leadership Seminar

- 2.C.2.a Encourage members to apply to further develop their leadership skills. Form is available at dkgtexas.org for the biennial two-day seminar. (TSO Mentors, Leadership Seminar, ACs, Chapters)

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 3: Communications and Publicity

3.A Printed Media

3.A.3 Chapter Media such as: chapter newsletters, chapter brochures

- 3.A.3.a Encourage creation of chapter newsletter and brochure. (ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

4.D Area

4.D.1 Regional Area Workshop

- 4.D.1.a Evaluate Regional Area Workshop to determine if it met the needs of those attending. (ACs)
- 4.D.1.b Share results of evaluation with TSO Mentor. (TSO Mentors, ACs)

4.D.3 AC Training

- 4.D.3.a Evaluate feedback from the TSO Mentors and ACs at the beginning of the biennium so that the Executive Committee can evaluate the effectiveness of the AC training. (TSO Mentors, ACs, TSO Officers)

SPA Responsibilities of State Committee Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

SPA Responsibilities of Bylaws and Rules Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, *LSN*)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

4.A.4 Evaluation of State Bylaws and Rules

- 4.A.4.a Continue to review TSO Bylaws and Rules to ensure compliance with International Constitution and consistency in the decision-making process. (TSO President, Bylaws and Rules, Parliamentarian)

SPA Responsibilities of Communication and Publicity Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 3: Communications and Publicity

3.A Printed Media

3.A.2 TSO Media such as: *Lone Star News*; *TSO Brochure*; *Biographies of Past State, Presidents, Volumes I & II*

- 3.A.2.b Encourage nomination for Member in Print awards and Media Recognition awards. (Communication and Publicity, Chapters)

3.A.3 Chapter Media such as: chapter newsletters, chapter brochures

- 3.A.3.b Recognize publication of chapter newsletters at state convention. (Communication and Publicity)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, *LSN*)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

SPA Responsibilities of Finance Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, *LSN*)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

4.E Financial

4.E.2 Dues

- 4.E.1.a Review the State dues structure each biennium and make recommendations regarding changes deemed necessary to meet fiscal obligations. (Finance)

SPA Responsibilities of Leadership Development of Chapter Presidents Chair

GOAL 1: Membership Development

1.A Recruit

1.A.1 Promote the implementation of the TSO Recruitment Plan

1.A.1.b Present the plan at LDCP training. (TSO 2nd VP, LDCP)

GOAL 2: Leadership Development

2.A Chapter Leadership

2.A.1 Chapter leadership training

2.A.1.a Ensure that chapter leadership is trained and understand the responsibilities given to them. (LDCP)

2.C State Leadership

2.C.1 LDCP

2.C.1.a Planning should meet the needs of both new presidents and returning presidents which is essential for LDCP training. (LDCP)

2.C.1.b Planning for LDCP sessions should be structured based on the most recent data. (LDCP)

2.C.5 State Committees

2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtxas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, *LSN*)

4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

4.A.3 LDCP

- 4.A.3.a Determine the number of new presidents and returning presidents to plan for a training that better fits everyone's needs. (LDCP)**
- 4.A.3.b Survey LDCP participants prior to July 1 to determine if LDCP was helpful to them and what should have been included. The information learned will be shared with the Executive Committee. (LDCP)**
- 4.A.3.c Train chapter presidents and treasurers in the use of the due's portal. (LDCP)**

SPA Responsibilities of Leadership Orientation for State Personnel Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.4 LOSP

- 2.C.4.a Structure plans for LOSP sessions as needed based upon most recent data. (TSO President, LOSP)

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtxas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)
- 4.A.2.c Compilation of the survey of all state officers, committee chairs and ACs will be made by the immediate previous LOSP Chair prior to the October Executive Committee meeting. The results of survey will be presented at the October Executive Committee meeting by the State President. (TSO President, LOSP)

4.A.5 Evaluation of Strategic Plan of Action

- 4.A.5.a Ensure that all state personnel are aware of the Strategic Plan of Action plan and responsibilities for their individual positions. (SPA, LOSP)

SPA Responsibilities of Leadership Seminar Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.2 Leadership Seminar

- 2.C.2.a Encourage members to apply to further develop their leadership skills. Form is available at dkgtexas.org for the biennial two-day seminar. (TSO Mentors, Leadership Seminar, ACs, Chapters)
- 2.C.2.b Encourage participation in Leadership Seminars by placing all updated forms on TSO website at dkgtexas.org under Deadlines and Forms. Deadline is October 15 of even numbered years. (Leadership Seminar, Webmaster)
- 2.C.2.c Work directly with Leadership Seminar Committee Chair in promoting Leadership Seminar through information included on the Leadership Seminar webpage on the TSO website. (TSO President, Leadership Seminar, Webmaster)

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

SPA Responsibilities of Legislation Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 3: Communications and Publicity

3.D Educational Impact

3.D.1 TSO will make an educational impact throughout the state

- 3.D.1.a Establish contact with public officials and encourage local and state TSO entities to invite public officials to meetings. (Legislation, LSN)
- 3.D.1.b Publish information in the *Lone Star News* concerning legislative and/ or educational issues. (Legislation, LSN)
- 3.D.1.c Create networks/alliances with groups of similar purpose. For example: Texas Retired Teachers Association, Girl Scouts, Chambers of Commerce, American Association of University Women. (TSO President, Legislation, Chapters)
- 3.D.1.d Encourage attendance and support of a capitol rally in affiliation with Texas Retired Teachers Association legislative issues in odd numbered years. (Legislation)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

SPA Responsibilities of Membership Chair

GOAL 1: Membership Development

1.A Recruit

1.A.1 Promote the implementation of the TSO Recruitment Plan

1.A.1.a Use the website dkgtexas.org/committees/membership to understand the plan. (TSO 2nd VP, Membership Chair, Webmaster)

1.A.1.c Share examples of plan success. (TSO 2nd VP, Membership Chair)

1.B Retain

1.B.1 Intervene with chapters in order to provide them support and encouragement

1.B.1.d Assist members of dissolved chapter as they transfer their memberships before dissolution of chapter. (TSO President, TSO 2nd VP, Membership Chair, ACs)

1.C Reinstate

1.C.1 Reinstate members

1.C.1.a Encourage contact calling of former members using Annie Calling: explanation and Discussion Map located at dkgtexas.org/membership. (TSO 2nd VP, Membership

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at [dkgtexas.org /Deadlines and Forms](http://dkgtexas.org/Deadlines and Forms). Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at [dkg.org /Committees/DKG Ignite](http://dkg.org/Committees/DKG Ignite). The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 3: Communications and Publicity

3.C Technology

3.C.1 Utilize technology to promote the Society and inform members

3.C.1.b Encourage the use of the International My DKG. (Technology, Membership Chair, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN

- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

SPA Responsibilities of Personal and Professional Enrichment Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.1 Convention

- 4.A.1.d Offer opportunities for professional and personal growth through CPE workshops. (Personal and Professional Enrichment)

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

SPA Responsibilities of Research Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.1 Convention

- 4.A.1.a Evaluate annual convention as to effectiveness of convention offerings, fulfilling duties and responsibilities of chapter officers and meeting needs of members. (TSO President, Convention Chair, Research)
- 4.A.1.b Share results and solicit responses of convention survey with Executive Committee and Convention Chairs. (Research)

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP Effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, *LSN*)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

SPA Responsibilities of Strategic Plan of Action Chair

GOAL 2: Leadership Development

2.C State Leadership

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

- 2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

4.A.5 Evaluation of Strategic Plan of Action

- 4.A.5.a Ensure that all state personnel are aware of the Strategic Plan of Action plan and responsibilities for their individual positions. (SPA, LOSP)
- 4.A.5.b Present a brief summary of accomplishments to SPA Chair by February 1 of each year. Each person responsible for a summary will be notified by the SPA committee. (SPA)

SPA Responsibilities of Webmaster

GOAL 1: Membership Development

1.A Recruit

1.A.1 Promote the implementation of the TSO Recruitment Plan

- 1.A.1.a Use the website dkgtexas.org/committees/membership to understand the plan. (TSO 2nd VP, Membership Chair, Webmaster)

GOAL 2: Leadership Development

2.C State Leadership

2.C.2 Leadership Seminar

- 2.C.2.b Encourage participation in Leadership Seminars by placing all updated forms on TSO website at dkgtexas.org under Deadlines and Forms. Deadline is October 15 of even numbered years. (Leadership Seminar, Webmaster)

- 2.C.2.c Work directly with Leadership Seminar Committee Chair in promoting Leadership Seminar through information included on the Leadership Seminar webpage on the TSO website. (TSO President, Leadership Seminar, Webmaster)

2.C.5 State Committees

- 2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtexas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)

*** Policies and Procedures for state contracted personnel including *Webmaster* are found in the *TSO Operations Manual*.

SPA Responsibilities of *Lone Star News* Editor

GOAL 1: Membership Development

1.B Retain

1.B.1 Intervene with chapters in order to provide them support and encouragement

- 1.B.1.c Recognize accomplishments and awards of outstanding educators in the Chapter. (Chapters, *LSN*)

GOAL 2: Leadership Development

2.D International Leadership

2.D.3 International Convention participation

- 2.D.3.a Advertise with use of social media and individual testimonials the value of attendance at international conferences and conventions. (TSO President, *LSN*)

GOAL 3: Communications and Publicity

3.D Educational Impact

3.D.1 TSO will make an educational impact throughout the state

- 3.D.1.b Publish information in the *Lone Star News* concerning legislative and/ or educational issues. (Legislation, *LSN*)

GOAL 4: Organizational Effectiveness

4.A State

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, *LSN*)

4.F ASTEF

4.F.2 Devise ways to strengthen member understanding of the connection between ASTEF and TSO

- 4.F.2.a Strengthen member understanding of the connection between ASTEF and TSO by having the *Lone Star News*, Constant Contact, ASTEF annual business meeting and chapter programs share information of the activities of ASTEF. (ASTEF, *LSN*, Chapters)

*** Policies and Procedures for state contracted personnel including *Lone Star News* Editor are found in the *TSO Operations Manual*.

SPA Responsibilities of Convention Chairs

GOAL 2: Leadership Development

2.C State Leadership

2.C.3 Convention participation

2.C.3.a Devise varied ways to market the value of state convention attendance, including but not limited to use of social media. (TSO President, Convention Chair)

2.C.5 State Committees

2.C.5.a Encourage any interested member to apply for state committees at Regional Area Workshops and thereafter. Information and application form *State Personnel Appointment*, are available at dkgtxas.org /Deadlines and Forms. Deadline is February 1 of odd numbered years. (TSO Officers, Committee Chairs, ACs, Webmaster, Chapters)

2.D International Leadership

2.D.1 DKG Ignite

2.D.1.a Encourage members to apply to further develop their leadership skills. Form is available at dkg.org /Committees/DKG Ignite. The form is available July 1 of odd numbered years and is due December 1. (TSO Officers, Committee Chairs, ACs, Chapters)

GOAL 4: Organizational Effectiveness

4.A State

4.A.1 Convention

- 4.A.1.a Evaluate annual convention as to effectiveness of convention offerings, fulfilling duties and responsibilities of chapter officers and meeting needs of members. (TSO President, Convention Chair, Research)
- 4.A.1.c Solicit one or more articles explaining the benefits of convention attendance on membership retention, leadership, and chapter strengthening. (TSO President, LSN, Convention Chairs)

4.A.2 LOSP

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted. (TSO Officers, TSO Committee Chairs, ACs, ASTEF President, Immediate Past ASTEF President, Webmaster, LSN)
- 4.A.2.b Exchange of materials and ideas by outgoing and incoming state officers, committee chairs and ACs should be made by those involved. It is the responsibility of the outgoing leader to adequately go over the materials being exchanged. This could happen at state convention, LOSP, or at a site agreed upon by those making the exchange. The TSO President will remind them of the exchange. (TSO Officers, TSO Committee Chairs, ACs, ASTEF)

*** Convention Chairs have no responsibilities listed in *TSO Guideline*. Chairs and their committees are guided by separately published *State Convention Guidelines*.