



Career Technical Educators of Idaho

Unit Action Plan | Year beginning Fall 2017

Membership Committee

Robert Hale & Shannon Holt Chairs

Members:

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Summary Statement of Charge:

1. Update membership application form.
 - i. Explore digital form with automated payment acceptance.
 - ii. Confirm each Association membership fees.
2. Provide monthly membership reports to Association Presidents and CTEI Board.
 - i. Request reports from ACTE and/or download from membership system.
3. Identify strategies to increase membership and engagement.
 - i. Explore unification with ACTE

CTEI Goals (2017-18 Focus):

1. Provide quality membership services
 - a. Gather/Review/Respond to information provided by all stakeholders.
 - b. Establish and facilitate roundtable discussion with Idaho CTE Administrators, CTEI Executive Board, and other stakeholders.
 - c. Produce timely communications focused on professional development opportunities, member profile/spotlights, legislative updates, and roundtable briefs. Ensure communication of high levels and not program area specific.
2. Provide dynamic programs
 - a. Collaborate and assist Idaho CTE to ensure opportunities foster professional and personal growth.
 - b. Recognize member success and achievement.
3. Ensure organizational stability and growth.
 - a. Create an environment of mutual respect between all stakeholders.
 - b. Ensure adequate funding to sustain operations.
 - c. Oversee fiscal integrity of organization's use of funds.

Prepare monthly update/report during CTEI Board Meetings.

Provide a preliminary electronic copy of the Unit report/recommendations to the CTEI Secretary (using the format below) prior the assigned meeting date.

Provide a final electronic copy of the Unit report/recommendations to the CTEI Secretary no later than _____.

Membership Committee

ADDITIONAL MATERIAL REQUESTED			
Item	From	When	Received

Objective/Activity	Assigned to	Due date	Estimated Cost	Completion/Evaluation Date