



Career Technical Educators of Idaho

Unit Action Plan | Year beginning Fall 2017

Awards Committee

Chair: **Debra Guinn**

Members:

First Name	Last Name	Email Address
Heather	Bullington	heather.bullington@boiesschools.org
Ginger	Church	gchurch@fruitlandschools.org
Tami	Frank	tfrank@nsd131.org
Debra	Guinn	dguinn@nsd131.org
Rhonda	Naftz	naftzrh@sd25.us
Dona	Orr	dona.orr@cte.idaho.gov
Sarah	Robbins	sarah.robbs@malad.us
Jessica	Wahlen	jwahlen@sd251.org

Summary Statement of Charge:

1. Prepare updates for Awards Application Process
2. Review Applications and make recommendations for Award Recipients.
3. Prepare Award Recipient bios, scripts, and materials for Awards Banquet/Presentations.
4. Submit award recipients to all needed distribution lists.

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 _____.

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.

ADDITIONAL MATERIAL REQUESTED			
Item	From	When	Received

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