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2019-2020 Plan of Action  
Administrative Vice President

1. Goals

- a. Provide training to the District Directors at 4 state events
- b. Have 75% of the District Director's submit a fast start, mid-year entry, and year-end entry
- c. Provide training for the State Delegates at each convention, President/State Delegate Retreat, and LOTS
- d. Have 35% of State Delegates complete a fast start, mid-year entry, and year-end entry

2. Implementation

- a. Provide training to the District Directors at 4 state events
  - i. MNJOTS – provide in-depth training to ensure that the District Directors have all the tools necessary to be successful
  - ii. Fall State – focus on issues that the District Directors are facing in their areas, train on mid-year evaluation, membership and motivation
  - iii. Mid-Year Exec – focus on getting through the slump of the holidays and how to manage having fun and getting business done
  - iv. Winter State – focus on preparing for the last trimester, succession plan, and submitting year-end evaluation
- b. Have 75% of the District Director's submit a fast start, mid-year entry, and year-end entry
  - i. Work on the fast start at MNJOTS
  - ii. Introduce the mid-year and year-end guidelines at MNJOTS with tips to help them stay organized and make submitting easier; follow up at Fall State and Winter State training
- c. Provide training for the State Delegates at each convention, President/State Delegate Retreat and LOTS
  - i. Host a roundtable at each convention with tips and discussion on how to communicate with chapters and share happenings on the state and district level
  - ii. Provide information at State Delegate Retreat and LOTS on expectations of position and how state delegates can be active leaders, and train on the mid-year and year-end entry
  - iii. Be available at events for answering questions or helping resolve issues
- d. Have 35% of State Delegates complete a fast start, mid-year entry, and year-end entry
  - i. Promote in CIP, Facebook page, and through handouts at conventions and trainings
  - ii. Review forms, answer questions, and share ideas at trainings
  - iii. Encourage State Delegates with a fun challenge to complete all three items and earn an incentive