



Barb Zeroth
External Vice President
641 – 4th Ave N
Foley MN 56329
320-267-6546
evp@mnwt.org
www.mnwt.org

EXTERNAL VICE PRESIDENT PLAN OF ACTION 2017-2018

I. GOALS

- A.** Communicate with the External State Program Managers (SPMs) at minimum once each month to assist them in meeting their responsibilities, achieving their goals and inspired to keep doing good work.
- B.** Reach 100% of all External SPMs completing MNWT and USWT Fast Starts, Mid-Year and Year- End Evaluations.
- C.** Meet with all External SPMs and their foundation representatives by second trimester.
- D.** Increase total transmittals by 2% each trimester over total value (service hours and dollars) reported in 2016-2017.

II. IMPLEMENTATION

- A.** Communicate with the External SPMs at minimum once each month to assist them in meeting their responsibilities, achieving their goals and inspired to keep doing good work.
 - 1.** Utilize a Facebook group for easy quick communication with team.
 - 2.** Post reminders of upcoming due dates and promote at least one month in advance.
 - 3.** Email examples of past work to help with completion of assignment.
 - 4.** Congratulate SPMs in Facebook group when assignment has been completed and with incentives at group trainings over convention.
 - 5.** Work with SPMs on Project Fair ideas.
 - 6.** Offer timely feedback to SPMs on CIPs, Monthly Mailings and DD newsletter topics.
 - 7.** Hold SPM trimester challenges.
- B.** Reach 100% of all External SPMs completing MNWT and USWT Fast Starts, Mid-Year and Year-End Evaluations.
 - 1.** Encourage External SPMs to complete their MNWT Fast Start.
 - a.** Share examples and requirements with SPMs at Annual Convention and MNJOTS.
 - b.** Send email reminders and provide training sessions.
 - c.** Acknowledge SPMs with an incentive to those completing their Fast Starts.
 - 2.** Offer online meeting sessions with SPMs to work collaboratively on Mid-Year and Year-End Evaluations during the month they are due.
 - a.** Share examples and requirements with SPMs at Fall Convention training.
 - b.** Send Facebook reminders and helpful tips on completion tips for evaluations.
 - c.** Provide incentives to those who attended the meeting sessions and for completing their evaluations.
- C.** Meet with all External SPMs and their foundation representatives by second trimester.
 - 1.** Encourage SPM to set up visits with the foundation representatives before the end of second trimester.
 - 2.** Attend foundation visits with the SPM.
- D.** Increase total transmittals by 2% each trimester over total value (service hours and dollars) reported in 2016-2017.
 - 1.** Promote completion of new programming forms and have forms available at each convention, district and chapter meeting for easy reporting. Offer incentive to chapter or district reporting most service hours and dollars on new programming form each trimester.
 - 2.** Work closely with SPMs to communicate with DPMs and LPMs on submitting the new program forms, for all projects upon completion and promote in all CIPs and newsletters