

GOAL AREA 5: Organizational Structures/Governance			
To address NYSRA's organizational and governance needs to reflect goals and changing demographics			
Objectives and Action Steps	Goal Area	Timeline	Measurement and Quality Indicator of Success
<p>1. Oversee financial status and functioning of NYSRA and ensure that financial guidelines and policies are followed</p> <ul style="list-style-type: none"> ● Receive and review all monthly accounts of expenses and income ● Receive and review all requests from Executive Committee for transfers of funds ● Review all vouchers in question at the request of the Audit Committee ● Assist the President-Elect in preparing an annual budget for the next fiscal year ● Suggest ways to insure/increase future income ● Oversee internal and external audit ● Facilitate and coordinate liability insurance for local councils ● Meet with Executive and Finance Committee 	Treasurer	Ongoing	<ul style="list-style-type: none"> ● Provide a written report and-to Governance Chair and the Treasurer will present at each Board meeting and Assembly of Delegates meeting detailing the financial status of the organization. Report should include budget information and transfers. ● Provide a written and oral report at Assembly of Delegates meeting.
	Finance Committee	Ongoing	
		Ongoing	
	Finance/ Treasurer Bookkeeper/ CPA	Ongoing	
<p>2. Reconcile and balance the income and disbursements quarterly and report to NYSRA at scheduled Board and Assembly meetings.</p> <ul style="list-style-type: none"> ● Review annual budget as approved by the Board of Directors and the Assembly of Delegates ● Arrange for an End of the Year report and preparation and mailing of the Federal (IRS 990) and NYS (CHAR 500) tax reports by a licensed CPA. ● Report to Finance Committee, Board of Directors, and Delegates Assembly following each End of the Year report ● Share the 990 and CHAR 500 with the Board of Directors ● Maintain and review yearly the reimbursement guidelines for NYSRA ● Implement the approved plan for the escrow accounts 	Treasurer, Bookkeeper.and Finance Committee	Annually	<ul style="list-style-type: none"> ● Submit a written report to the Governance Chair, Finance Committee, Board of Directors, and the Assembly of Delegates immediately following each End of the Year report. ● Report of implementation of the approved plan for the escrow accounts
	NYSRA Council Coordinator Treasurer	2019-20	

<p>training. Coordinate with the NYSRA Council Coordinator, President, and other members of the planning committee</p> <ul style="list-style-type: none"> • Survey councils in regards to membership effectiveness • Continue to develop the new teacher membership and full-time college student program. Send flyers/information to local councils each year. • Coordinate the student membership program 	<p>Director of Membership and Membership Committee</p>	<p>Annually</p>	
<p>4. Identify slate and conduct annual election of officers (Guidelines for the Nominating Committee appear at the end of this Strategic Plan in an Appendix</p> <ul style="list-style-type: none"> • Elections for the Executive Committee will be held at the March Assembly of Delegates • Within one week of elections absentee ballots will be sent to local council presidents as scheduled in the current Bylaws. <p>*NOTE: Should the Assembly of Delegates not be held by March 31st, all ballots will be mailed according to the absentee ballot procedure described in the Bylaws.</p> <ul style="list-style-type: none"> • Revise guidelines and submit to Board for procedure 	<p>Nominating Standing Committee</p>	<p>Annually</p>	<ul style="list-style-type: none"> • Slate of officers to the Governance Chair, the Board of Directors, and the Assembly of Delegates following the timeline in the current Bylaws. • Submit a written report to the Governance Chair to be presented to the Board of Directors and the Assembly of Delegates regarding the current year's election and progress toward creating a slate of officers for the upcoming year

<p>5. Propose a complete strategic plan for NYSRA for the upcoming year</p> <ul style="list-style-type: none"> • Select a Committee (as stated in the Bylaws) which includes the Vice President and at least three (3) other members who are not current members of the Board of Directors • Plan a meeting of the Committee during the summer to give direction to the formulation of the objectives, action steps, timeline, and measurements of each objective for the upcoming year. • Solicit input from the Assembly of Delegates, Board of Directors, and local council presidents regarding NYSRA’s strategic plan during the Fall. • Survey current committee chairs and appointments regarding future committee plans during the Fall • Present proposed strategic plan and annual budget to the Board of Directors at winter BOD meeting. • Make revisions to the strategic plan following the winter Board meeting. • Disseminate copies of the revised strategic plan and budget to Delegates and local council presidents • Present revised strategic plan and budget to the Assembly of Delegates for consideration and approval. 	<p>President-Elect and Program Planning Standing Committee</p>	<p>Annually</p>	<ul style="list-style-type: none"> • Submit strategic plan and budget to the Governance Chair and Board of Directors at the winter meeting for consideration and approval. • Submit strategic plan and budget to the Assembly of Delegate at the spring meeting for consideration and approval.
<p>6. Become familiar with NYSRA’s current Bylaws and make necessary recommendations to the Board of Directors and the Assembly of Delegates when necessary to meet current and projected needs</p> <ul style="list-style-type: none"> • Review NYSRA’s Bylaws and make recommendations for change when necessary • Receive recommendations for resolutions to amend the Bylaws and prepare the rationale to be presented to the Board of Directors and the Assembly of Delegates based on such recommendations • Present resolutions to the Assembly of Delegates for action • Disseminate to local council presidents, Board of Directors, and Assembly of Delegates four weeks prior to the Assembly of Delegates where action will be taken. • Continue to implement requirements of the nonprofit revitalization act. 	<p>Rules and Resolutions Standing Committee</p> <p>President</p> <p>AdHoc Committee</p>	<p>Annually (ongoing)</p>	<ul style="list-style-type: none"> • Provide written and oral recommendations for resolutions to Bylaws to the Governance Chair, the Board of Directors, and the Assembly of Delegates when necessary

<p>7. Employment</p> <ul style="list-style-type: none"> Secure consultant contracts, including 1099 and invoicing systems, for executive consultant, bookkeeper & auditor. Arrange annual review of all consultants. 	<p>Treasurer</p>	<p>As needed</p>	<p>Completed contracts.</p>
<p>8. Document Organization:</p> <ul style="list-style-type: none"> To ensure NYSRA has the policies and procedures in place for appropriate access, maintenance and retention of NYSRA's documents, reporting to the Board of Directors 	<p>Ad Hoc Committee and Board of Directors</p>	<p>On-going</p>	<ul style="list-style-type: none"> Follow the process for NYSRA document review and archiving (storage unit)

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