**ORMN Action Plan FY2020**

(Created September 2019)

| **GOAL** | **Strategy** | **Action Step** | **Timetable** | **Responsibility** | **Status** |
| --- | --- | --- | --- | --- | --- |
| **I. Increase participation** |  |  |  |  |  |
| **Committees:** | Update brief written summary of committee responsibilities/activities | 1. Update list2. Post on website | 1. By 30 June 2020 2. By 31 July 2020  | 1. All committee chairs and members2. Communications committee |  |
| **II. Educate members and public** |  |  |  |  |  |
| Members | Provide high quality continuing education (CE) for members | Conduct CE at membership meetings | Every meeting | CE committee |  |
|  Public | Increase public awareness of natural resources | Implement 4 ad hoc committee recommendations:1. Have contact person at each local newspaper
2. Post ORMN events/meetings for public to see
3. Establish ORMN liaisons with other organizations
4. Develop plan to reach non-naturalist groups
 | Items 3 and 4 to be discussed at November 2019 board meeting. | Board |  |
|  Basic training | 1. Revise curriculum, materials2. Arrange for instructors3. Organize training4. Evaluate training/ make changes as appropriate5. Determine timing for Class X6. Determine timing and logistics for Class XI  | 1 – 4. Incorporate into Education Committee work plan; Board approval5. Board approval | Items 1-5: before Class XItem 6: after Class X | Education Committee,Board approval |  |
| **III. Ensure Effective Board & Committees** |  |  |  |  |  |
|  | Create action plan for each Board year | Board review and approve | 1. November 2020 Board meeting
2. Next plan completed July 2020
 | Board |  |
|  | 1. Review/approve all committee work plans2. Review/approve budget | 1. Committees submit annual work plans for Board approval2. a) Committees submit budget requests by March Board meetingb) Treasurer submits draft budget by April | 1. November Board meeting2. April 2020 Board meeting | All committees,Board approval | *Note for Nov 2019 board meeting: Annual work plans are missing for external communications, CE, and member services committees* |
|  | Board review of annual action plan  | 1. Discuss action plan at Board meeting
2. President reports on review at annual meeting in June
 | May 2020 Board meeting | Board |  |
|  | Annual Board orientation (quick review) for new members at beginning of term, including bylaws and operating handbook, discussion of responsibilities | Develop checklist of points to cover in orientation for new members | July 2020 | Old Board |  |
| **IV. Ensure financial integrity** |  |  |  |  |  |
|  | Discuss use of reserves | Annually during budget discussion and as necessary | Each Board meeting | Treasurer, Board |  |
|  | Review financial history |  | Each Board meeting | Treasurer, Secretary & Board |  |
|  | Discuss dues & training class fees | Annually during budget discussion | April 2020 Board meeting | Basic Training Committee submits proposed fees to Board; Board decides  |  |
|  | Create and maintain a balanced budget | Annually during budget discussion | April 2020 Board meeting | Board |  |
|  | 1. Make available chapter grants to ORMN members for certain projects 2. Encourage members to apply to outside organizations for grant support | 1. Develop guidelines and application form for projects that members can submit to ORMN board for grant support.  2. Notify membership at member meetings and by email of possibility of applying for grant support.  3. Notify members they may apply for outside grant support for projects.  | November 2019 | Board, treasurer |  |
|  | Make available member scholarships for special events such as training, VMN annual conference, etc. | 1. Determine criteria by which members can request Board to cover full or partial training or conference fees
2. Request authorization from Treasurer prior to the event for amount authorized.  Treasurer consults with executive committee if necessary*.*
3. Announce to membership.
 | November 2019 | Board, treasurer |  |