



***Oregon Business Education Association***

***Program of Work***

***2008-2009 (June 29, 2008)***

The Program of Work for the Oregon Business Education Association charts the course of the Association each year. It reflects the underlying goals and objectives of OBEA and provides an outline to which the Association has agreed to commit its resources in an effort to meet the goals and objectives. It is developed by the OBEA Executive Board and approved by the OBEA Council.

**GOAL: ORGANIZATION AND LEADERSHIP**

1. Coordinate a viable association for all Oregon Business Education Association members.
2. Provide leadership from OBEA Executive Board and Council.

OBJECTIVES	METHODS	RESPONSIBLE PARTIES	TARGET DATE
Distribute program of work to Executive Board and Council at Fall meeting.	Executive Board and Council will finalize the objectives at the Fall meeting.	Lammers/Morrell	September 20, 2008
Set Council meeting dates and locations.	<p>The Executive Board will determine location and dates of meetings.</p> <p>Guidelines for dates:            Fall – Salem            Winter – Salem/Portland area            Spring – Corvallis/Newport</p> <p>Prepare agendas for meetings.</p>	<p>Executive Board Lammers/Sessions</p> <p>Sessions Sessions Sessions/Ekroth/Voas</p> <p>Lammers/Morrell/Executive Board</p>	<p>June 22-23, 2008</p> <p>September 20, 2008 January 10, 2009 April 25, 2009</p> <p>As needed</p>
Prepare annual budget.	<p>Executive Board will prepare a proposed budget at the summer planning meeting.</p> <p>Executive Board and Council will finalize the budget at the Fall meeting.</p>	<p>Executive Board/Noe</p> <p>Executive Board /Council</p>	<p>June 22-23, 2008</p> <p>September 20, 2008</p>
Submit a financial report at each meeting of Executive Board and Council.	<p>Treasurer will prepare a written financial report for each meeting.</p> <p>Treasurer will present annual budget for approval at Fall Council meeting.</p> <p>Budget will be presented to membership for adoption at annual business meeting.</p> <p>Treasurer will request an independent review of books after each two-year treasurer’s term; present at annual fall meeting.</p>	<p>Noe</p> <p>Noe</p> <p>Noe/Lammers</p> <p>Noe</p>	<p>Dates above</p> <p>September 20, 2008</p> <p>October 10, 2008</p> <p>October 2010</p>

**GOAL: ORGANIZATION AND LEADERSHIP** *Continued*

<b>OBJECTIVES</b>	<b>METHODS</b>	<b>RESPONSIBLE PARTIES</b>	<b>TARGET DATE</b>
Conduct elections	Elections Director will facilitate elections. Use fall meeting to obtain names for nominations if not already secured.	Gerig	December 31, 2008 Mail ballots Nov. 1, 2008 Due back Nov. 30, 2008
Assist in finding candidates for Correspondent positions	If last year of term, contact the Elections Director with suggested candidates for successor.	Correspondents/Council/Gerig	September 20, 2008
Perform tasks for OBEA Conference	Provide one silent auction or door prize item for OBEA Conference.	Executive Board and Council	September 20, 2008, & October 10, 2008
Perform tasks for WBEA/NBEA Conferences	Promote WBEA/NBEA conferences to Oregon teachers and administrators.	Lammers/Council	February 13-16, 2009 April 8-11, 2009
	Provide one silent auction item each for WBEA/NBEA Conferences.	Lammers	February 13-16, 2009 April 8-11, 2009

**GOAL: MEMBERSHIP**

1. Coordinate all membership activities for OBEA.
2. Promote increased membership in professional organizations: OBEA/WBEA/NBEA/ISBE/ACTE

<b>OBJECTIVES</b>	<b>METHODS</b>	<b>RESPONSIBLE PARTIES</b>	<b>TARGET DATE</b>
Update personnel changes in Oregon.	Update membership list for Oregon and inform Directory Director of changes.	Spencer/Correspondents	As needed.
Coordinate membership reports.	Report membership to Executive Board and Council.	Spencer	Each meeting
	Prepare and send dues statements. Send reminders and/or call. Remind about annual renewal date if lapsed.	Spencer	May 2009; as needed
	Distribute membership rosters to Secondary Correspondents/Com. College/Higher Ed.	Spencer	November 1, 2008, & as needed each meeting

**GOAL: MEMBERSHIP** *Continued*

<b>OBJECTIVES</b>	<b>METHODS</b>	<b>RESPONSIBLE PARTIES</b>	<b>TARGET DATE</b>
Promote benefits of membership.	Have a membership display at OBEA Conference.	Spencer	October 9-10, 2008
	Provide members with directories.	Spencer	November 2008
	Pursue secured online directory	Morrell/Marquardt	August 15, 2008
	Provide information for <i>OBEA Bulletin</i>	Spencer	Per <i>Newsletter Due Date Guideline</i> file
Increase membership in OBEA.	Encourage potential members to join by working with state specialist, FBLA and DECA advisers, and teacher training institutions.	Spencer/Lammers/Council	As needed
	Attend FBLA/DECA State Advisors meeting at State Conferences.	Spencer/Ekroth/Voas/Lammers	FBLA: Nov 2-3, '08 Eugene April 8-10, '09 Portland DECA: February, Portland
	Encourage former and current members to rejoin.	Spencer/Council	As needed
Promote membership in related professional organizations.	Publish pertinent articles in <i>OBEA Bulletin</i> and OBEA Web site.	Spencer/Lammers	Fall, Winter, Spring
	Post articles on Web site	Spencer/Lammers//Van Meter/Marquardt	Ongoing
	Report at OBEA Council meetings.	Spencer/Lammers	As needed

**GOAL: PROFESSIONAL DEVELOPMENT**

1. Provide professional development opportunities for business and management educators in Oregon.
2. Provide for strategic planning for the future of business education.
3. Coordinate OBEA activities with other professional organizations.

OBJECTIVES	METHODS	RESPONSIBLE PARTIES	TARGET DATE
Provide professional development opportunities.	Plan a successful OBEA Conference based on professional development needs of membership.	Lammers/Stephens/Noe/Abbott	October 9-10, 2008
Work with ODE to provide an in-service event if appropriate or needed.	Plan an in-service event (time/place)	Council	2008-2009
Coordinate and communicate with ODE on the direction of business and management education.	Support the Business and Management State Specialist.	Lammers/Council	Ongoing
	Communicate with committees associated with school restructuring.	Lammers/Council	Ongoing
	Communicate with professional organizations (non-educational).	Lammers/Council	Ongoing
	Communicate with the State Superintendent of Public Instruction	Lammers/Executive Board	Ongoing
Maintain contact with WBEA/NBEA.	Send three board members to WBEA Conference. (\$300 each)	Lammers/(Ekroth & Voas)/Spencer	February 13-16, 2009
	Send official delegates to WBEA Board meeting.	Lammers/Ekroth or Voas	February 13-16, 2009
	Provide 40 gifts to WBEA board. Present OBEA report to WBEA. Attend nomination meeting at WBEA.	Lammers (possible sub. needed)	February 13-16, 2009
	Attend WBEA STP President-elect training.	Ekroth/Voas	February 13-16, 2009
	Send President, Presidents-elect and Membership to NBEA Convention (\$1,000, \$1,000, \$500).	Lammers/(Ekroth & Voas)/Spencer	April 8-11, 2009

**GOAL: PROFESSIONAL DEVELOPMENT** *Continued*

OBJECTIVES	METHODS	RESPONSIBLE PARTIES	TARGET DATE
Support WBEA PDI	Pay ½ of WBEA registration fee for two (2) participants; newly elected president-elect is one preferred candidate	Lammers	November 2008—identify participants

**GOAL: COMMUNICATION AND MARKETING**

1. Coordinate communication processes with Correspondents and members
2. Communicate with members via newsletters and Web site.
3. Honor outstanding members with awards and recognition.
4. Promote and market business education and the value of professional associations to teacher education institutions, legislators, business and industry, CTE regional coordinators, and other parties as identified.

OBJECTIVES	METHODS	RESPONSIBLE PARTIES	TARGET DATE
Review Correspondent responsibilities.	Follow <i>Newsletter Due Date Guideline</i> file and Handbook.	Ekroth/Voas/Van Meter/ Correspondents	September 20, 2008 April 25, 2009
	Send electronically a <b>minimum of two</b> articles to include in the <i>OBEA Bulletin</i> and/or Web site	Correspondents/Council/Van Meter/Marquardt	Fall, August 1 Winter, December 1 Spring, April 15
Communicate with Correspondents.	Facilitate activities.	Ekroth/Voas/Van Meter	As needed
	Write welcome letter to new correspondents outlining their responsibilities and inviting them to spring meeting.	Lammers	March 1, 2009
Communicate through various newsletters.	Publish three <i>OBEA Bulletins</i> per school year that will be posted on the OBEA Web site. Fall newsletter will be mailed as hard copy to all business teachers.	Van Meter	August 1, 2008; Dec. 1, 2008; and May 1, 2009— submission August 29, 2008; January 5, 2009; May 11, 2009-- published
	Submit items for WBEA and NBEA publications.	Lammers/Van Meter/Council	As requested

**GOAL: COMMUNICATION AND MARKETING** *Continued*

<b>OBJECTIVES</b>	<b>METHODS</b>	<b>RESPONSIBLE PARTIES</b>	<b>TARGET DATE</b>
Maintain OBEA Web site.	Obtain up-to-date OBEA information and post to OBEA Web site.	Marquardt/Council	Ongoing
	Post e-mail news flashes obtained from Council and/or members on Web site.	Marquardt/Council	Ongoing
Participate in WBEA Web site.	Provide relevant OBEA information	Van Meter/Lammers/Marquardt	Ongoing
Participate in NBEA Web Page.	Provide OBEA information as requested	Lammers	Ongoing
Communicate with teachers in Oregon sharing information and publicizing OBEA activities.	Notify Membership/Directory Director of staff retirements/additions in Oregon.	Spencer/Council	As needed
	Promote OBEA and school activities.	Correspondents/Council.	As needed
Provide recognition through honors and awards. (Secondary Teacher of the Year, Post-Secondary Teacher of the Year, Administrator of the Year, and Distinguished Service.)	Receive nominations from members	Lehman	July 1, 2008
	Letters sent to nominees		Prior to August 1, 2008
	Receive nominees information		August 31, 2008
	Notify OBEA winners and provide info about WBEA/NBEA awards.	Lehman	September 2008 October 2008
	Notify non-winners; thank them for participating	Lehman	September 2008
	Order OBEA awards. Will work with Royal Awards in Eugene to prepare new logo template.	Lehman/Stephens/Noe/Abbott	September 2008
	Confirm guests with winners and contact conference chair with meal count.	Lehman/Stephens/Noe/Abbott	October 2008
Winger & Lammers Scholarship Recipients recognized at OBEA Conference 2008.	Lammers/Winger	Advertised year-long & Summer, 2008 Awarded October 10, 2008	

**GOAL: COMMUNICATION AND MARKETING** *Continued*

<b>OBJECTIVES</b>	<b>METHODS</b>	<b>RESPONSIBLE PARTIES</b>	<b>TARGET DATE</b>
Provide recognition of OBEA board members	Prepare letter of appreciation to supervisor of each board member as requested; ask at April meeting.	Lammers	May 2009
	Prepare “thank you for your service” letter to each council member.	Lammers	May 2009
Offer free OBEA membership and 2008 Conference registration to the first six (6) first-time members who turn in forms; winners will be strongly encouraged to join WBEA/NBEA.	Publicize in Fall newsletter and on Web site.	Stephens/Noe/Van Meter/Lammers	August 1, 2008
Promote business education and value of OBEA for business education teachers.	Create and print updated membership brochure.	Noe/Lammers	August 1, 2008
	Submit articles, pictures, etc. to newspapers and periodicals about new board and council members and events.	Council & individual Board members	Ongoing
	Recognize supportive state legislators or businesses in newsletters, thank you letters, or awards.	Council	Ongoing
	Update and post articles on the Web site.	Communications Advisory Committee	Ongoing
	Continue dialog with CTE regional coordinators about value of OBEA for business teachers.	Lammers	Ongoing
	Communicate with all (11) Oregon colleges and universities training business education teachers.	Lammers	Summer 2008

**GOAL: LEGISLATIVE ACTIVITIES**

1. Encourage OBEA member awareness of legislative activities pertaining to business and career and technical education.
2. Communicate with local and national legislators about business and career and technical education issues

OBJECTIVES	METHODS	RESPONSIBLE PARTIES	TARGET DATE
Encourage OBEA awareness and interest in legislation affecting business and career and technical education.	Report on legislative issues of interest to business educators (Council Meetings, newsletters, special mailings and e-mails).	Ron Dodge	As needed
	Communicate legislative issues of interest to OBEA, WBEA, and NBEA.	Ron Dodge	As needed
	Communicate with state and federal legislators (Maintain legislative network).	Council/Membership	As needed
	Determine legislative issues of concern to OBEA	Council	Ongoing
	Communicates with WBEA Regional Legislative Director	Ron Dodge/Lammers (Helen Humbert)	Ongoing