

Objective	Category	Activity Title	Activity Description	Resp.	Measure	Goal
1	<b>Section Performance</b>	Institute standard operating procedures for section	<ul style="list-style-type: none"> <li>- Document roles and responsibilities for section positions</li> <li>- Obtain a backup/alternate for each officer and committee chair</li> <li>- Document process for adding/removing authorized signers on Bank accounts</li> <li>- Train section board members on Acteva</li> </ul>	Kate/ Jeanne Wai/Arlene	Documented backups and processes that would be transferred at end of term. Training held by 11/1/2009.	4/30/2009
2	<b>Section Performance</b>	Complete section requirements for ASQ Total Quality Award	<ul style="list-style-type: none"> <li>Jul 1, 2008- 2008/2009 Board installed</li> <li>May 1, 2008- Submit required elected officers online to ASQ National</li> <li>June 30, 2008-Submit required committee chairs to ASQ national</li> <li>August 15, 2008-Submit Audit 2008/2009 of Section books</li> <li>September 1, 2008-Submit completed Plan ( 75% goals achieved) and cover letter to HQ for 2007/2008 Plan</li> <li>October 1, 2008-Submit your section's 2008-09 plan to HQ (smp@asq.org) and your RD</li> <li>October 1, 2008- Submit Operating Budget to ASQ National (must correspond to Business Plan)</li> <li>January 10- Submit 1099 form to ASQ HQ</li> </ul>	Kate/Arlene/ Jeanne/Wai	Meet all requirements by dates	Jun-09
3	<b>Section Performance</b>	Track & report on section metrics	Use data captured in Acteva, section survey and web hosting tool to monitor and track section communications, event registration, and section membership input	Dawn, Darrell, Gary, Mike, Kate	Reporting mechanism developed	1/1/2009
4	<b>VOC</b>	Gather information about section members needs	<ul style="list-style-type: none"> <li>- Review 2008 online survey data and incorporate into 2009 Business Plan</li> <li>- Develop and utilize on-line survey to request input from section members- annually</li> <li>- Develop and utilize online/paper survey for the section's events- monthly or as held</li> </ul>	Mike S./ Gary/Darrell	Survey developed, Information collected, analyzed, published and archived for later review	3/30/2009
5	<b>EXPAND CONSTITUENCY BASE</b>	Optimize section communications	<ul style="list-style-type: none"> <li>- Expand website</li> <li>- Develop and adhere to newsletter calendar</li> </ul>	Dawn/Kate/Gary/Blaine/Jim	<ul style="list-style-type: none"> <li>- Content added and number of hits per month.</li> <li>- Monthly communications calendar established and followed</li> </ul>	10/1/2008

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6	<b>EXPAND CONSTITUENCY BASE</b>	Integrate event scheduling and networking information for SF/Bay area sections	<ul style="list-style-type: none"> <li>- Obtain buy-in from other sections on how to leverage activities, and website.</li> <li>- Share/consolidate tools where possible.</li> </ul>	Dawn, Darrell, Gary, Kate, Blaine	Documented proposal and agreement with SV and SF program, education and communication representatives; inclusion of links to other sections event information in section publications and on website; creation and management of a joint LinkedIn group; consolidated calendar for sections.	12/1/2009
7	<b>EXPAND CONSTITUENCY BASE</b>	Attract/retain section members	<ul style="list-style-type: none"> <li>- Address 2008 survey results re desire for section networking; plan for networking portion of every event, hold some events that are primarily for networking.</li> <li>- Explore alternative dinner meeting sites</li> <li>- Develop season pass options to make it affordable, easy for members to register for events.</li> </ul>	Gary/Kate/Jim/Mike	<ul style="list-style-type: none"> <li>- Feedback re networking, + results of 2009 survey.</li> <li>- Sell 10 season passes.</li> </ul>	3/1/2009
8	<b>EXPAND CONSTITUENCY BASE</b>	Develop Program schedule of events of interest to section members	<ul style="list-style-type: none"> <li>- Brainstorm with section members to identify ideas for events</li> <li>- Use comments from survey of section members re types of events that would be of interest</li> <li>- Based on survey data seek to focus on topics of interest re majority of section: Regulated Life Sciences.</li> </ul>	Gary/Bikash/Wai/Juliet	Events calendar identified and speakers identified 2 months in advance.	5/1/2009