

Business and Information Technology

THE WAVE OF THE FUTURE

*Virginia Business Education Association
2017-2018
Program of Work*

GOAL 1: INCREASE MEMBERSHIP

Recognize that the Association's Regional, Virginia ACTE/ACTE, and SBEA/NBEA Representatives are its link to B&IT teachers

Objectives	Strategy	Person(s) Responsible	Budget
<p>1. Increase membership in VBEA to 400 members</p>	<ul style="list-style-type: none"> a. Regional Representatives will contact Business and Information Technology teachers, Instructional Specialist, and CTE Directors to recruit members. b. Seek out B&IT teachers that are new to Virginia; offer complimentary membership to VBEA. c. Treasurer will deposit funds in the bank in a timely manner. d. Regional Representatives will submit dues to Treasurer, within five business days upon receipt of funds. e. Set up membership table at regional FBLA events. f. Each member recruit a new member 	<p>Regional Representatives</p> <p>Treasurer</p> <p>All members</p>	<p>\$150 per regional representative</p>

<p>2. Promote VBEA at functions, such as Regional FBLA meetings, FBLA state leadership conference, and/or local business teachers associations.</p>	<p>Each Regional Representative (12 representatives) will have a budget of \$150 for the purpose of recruiting VBEA members.</p>	<p>Regional Representatives Treasurer</p>	<p>\$1,800</p>
<p>3. Recognize schools that achieve 100% membership. (100% membership forms from schools, must be received)</p>	<p>a. Vice President will verify membership status of schools and reported 100% schools. b. Vice President will send 100% certificate to CTE or school administrator for public recognition. c. Recognize schools with 100% status on a quarterly basis on social media. d. Provide conference badge ribbon and recognition designating 100% status. e. Following receipt and verification of 100% form by May 1st. Vice President will send final 100% to Conference Planner by June 1st.</p>	<p>Vice President Treasurer (maintains membership database) SBEA/NBEA Representative (or other person in charge of conference ribbons) Regional Representatives Social Media Manager</p>	<p>\$100 (certificate paper) \$300 (ribbons)</p>

<p>4. Promote membership of Virginia ACTE/ACTE and SBEA/NBEA.</p>	<p>a. Regional Representatives will make contact with Business and Information Technology teachers, Instructional Specialist, and CTE Directors</p> <p>b. Submit dues within 5 business days to Treasurer.</p> <p>c. Secure a place on program of FBLA regional conferences to explain/promote the value of professional memberships.</p> <p>d. Provide professional membership materials for use by Regional Representatives.</p>	<p>Regional Representatives</p> <p>Virginia ACTE/ACTE Representative</p> <p>SBEA/NBEA Representative</p>	
<p>5. Recognize membership in other professional associations at the summer conference</p>	<p>a. Provide ribbons to designate professional membership status.</p> <p>b. Recognize professional members of other organizations as part of business meeting agenda.</p>	<p>Virginia ACTE/ACTE Representative</p> <p>SBEA/NBEA Representative (or other Board member in charge of ribbons)</p>	<p>(included in objective #3)</p>

<p>6. Provide a monthly update on Virginia ACTE/ACTE activities and important legislative items.</p>	<p>a. Provide legislative updates to members.</p>	<p>Virginia ACTE/ACTE Representative</p> <p>VBEA Agent</p> <p>Social Media Manager</p>	
<p>7. Provide a monthly update on SBEA/NBEA activities.</p>	<p>a. Provide legislative updates to members.</p>	<p>SBEA/NBEA Representative</p> <p>VBEA Agent</p> <p>Social Media Manager</p>	
<p>8. Provide support to nominees for NBEA, SBEA, Virginia ACTE and/or ACTE awards.</p>	<p>a. Offer assistance to the nominees for the respective awards, by designating a mentor for each award applicant.</p>	<p>Virginia ACTE/ACTE Representative</p> <p>SBEA/NBEA Representative</p>	

<p>9. Ensure that all VBEA board members are members of VBEA, NBEA, and Virginia ACTE.</p>	<ul style="list-style-type: none"> a. Bylaws require that all current board members must be in good standing with VBEA and NBEA membership b. Incoming board members must be active members of required to pay VBEA, NBEA, and Virginia ACTE dues. (encourage ACTE) c. Announce professional memberships at conference d. Personally contact any board members with lapsed professional memberships 	<p>President</p> <p>Treasurer</p> <p>SBEA/NBEA Rep</p> <p>ACTE/VACTE Rep</p>	
<p>10. Increase conference attendance</p>	<ul style="list-style-type: none"> a. Give away a free conference registration for next year as a door prize, contest, etc. b. Explore ideas to increase conference attendance. c. \$50 gift certificate off registration per region. Regional representatives will announce at their fall meetings and draw a winner at their spring meeting. The names will be sent to the Treasurer. 	<p>President</p> <p>Treasurer</p> <p>Regional Representatives</p>	

GOAL 2: CONTINUOUSLY PROMOTE BUSINESS AND INFORMATION TECHNOLOGY

Recognize that the promotion of Business and Information Technology benefits both students and teachers.

Objectives	Strategy	Person(s) Responsible	Budget
1. Provide information about awards and recognition for business educators	a. Submit news releases about award winners, scholarship recipients, new board members, and VBEA news to professional publications (<i>Forum</i> , VBEA Facebook, ACTE, Virginia ACTE, VBEA Website, VDOE Teacher Direct, Business and Information Technology ListServ, etc.)	Past President SBEA/NBEA Rep ACTE/VACTE Rep Special Recognitions Chair: writes and gives information to following for posting Social Media Manager Webmaster VBEA Agent	
2. Promote scholarship programs	<p>a. Provide professional scholarship information and application form on the VBEA Website; provide an announcement on Facebook and at all professional functions; encourage individual members to apply</p> <p>b. Professional Development options will include the scholarship for a class or attending SBEA, NBEA conferences (\$750 value).</p> <p>c. Develop rubric for conference attendance and presentation of information learned.</p> <p>d. If we do not give any scholarships, money can be used for additional student scholarship.</p>	Social Media Manager Professional Scholarships Chair Treasurer Webmaster Regional Reps Webmaster	\$1,500
	e. Provide high school and college student scholarship information on VBEA website, Facebook, FBLA and Phi Beta Lambda Conferences.	Social Media Manager Webmaster Treasurer Student Scholarships Chair Postsecondary Rep	\$1500 college (1) plus \$500 Anne Rowe (2) Scholarship total of \$2,500
	f. Write letters announcing scholarship information and application form for student	Student Scholarships Chair Postsecondary Rep	

	scholarships to high schools, community colleges, colleges and universities.		
	g. Invite scholarship winners to summer conference function and provide scholarship recognition at college awards program	President Special Recognition Chair	
3. Distribute promotional materials	a. Explore development of promotional materials to promote VBEA b. Committee to develop flyer	President Board VBEA Agent	
	c. Provide business teaching recruitment materials	Postsecondary Rep Board	
4. Increase awards, recognitions, and sponsorships for business educators	a. Present certificates of appreciation to advisers of FBLA regional officers at regional spring conferences and regional directors and advisers of FBLA and PBL state officers at the state leadership conferences	President Past President FBLA-PBL Specialist Regional Reps	
	b. Seek sponsors for ongoing monetary awards for Walter Shell Teacher of the Year, Outstanding New Business Teacher, and Postsecondary Teacher of the Year Awards, and Distinguish Service awards.	All Board members	
	c. Provide special recognition of past VBEA presidents in attendance at the VBEA summer conference with gifts of appreciation	President Special Recognition Chair	
5. Provide members with a quarterly bulletin with interesting ideas, articles, etc.	a. Write quarterly bulletin and distribute via email to VBEA members, posting to social media, and ListServ. All board members and members are invited to contribute ideas, articles, etc.	President	

GOAL 3: PROVIDE SERVICES AND PROFESSIONAL OPPORTUNITIES FOR MEMBERS

Recognize that the professional networking and learning opportunities serves the interests of the students.

Objectives	Strategy	Person(s) Responsible	Budget
1. Keep membership informed of professional opportunities	a. The board will assist with developing and publicizing announcements for professional opportunities.	VBEA Agent Social Media Manager VBEA Board	
2. Provide a stipend for a First Time Attendee from each region for their attendance at the VBEA summer professional development conference.	a. Publicize the opportunity b. A registrant from each region will be randomly selected to receive the \$50 stipend and must be in attendance at the awards program.	Registrar Treasurer	\$550.00
3. Continue a stipend of \$100 to recognize and share innovative ideas. The award will be made to two VBEA members.	a. The award will be made at the summer conference to two VBEA members in the amount of \$100 each.	VBEA Agent Social Media Manager Special Recognitions Scholarship Chair Treasurer	\$200.00

<p>6. Plan and implement a summer professional development conference for members.</p>	<ul style="list-style-type: none"> a. VBEA will select a conference planner and or co-planner(s) for planning the summer conference. It is the Board's responsibility to assist as they are requested or required by the by-laws. b. An honorarium for the conference planner(s) will be determined annually by the board. c. The VBEA board members will assist the conference planner when needed. d. The Cvent Registrar will handle setting up the conference registration web site and other registration details. The registrar will be paid a stipend of \$500. e. The Cvent Registrar will provide and tally a post conference survey. f. Cvent Registrar will provide data as requested from the post conference survey. The data will be distributed to the Board prior to the Winter Board meeting and used for conference planning purposes. 	<p>President- Elect and entire Board</p> <p>Vice President</p> <p>Cvent Registrar</p> <p>Conference Co Planners</p> <p>Appointed Board Members</p>	<p>\$3,500.00</p> <p>(\$1,500 Hotel Liaison, \$1,500 Conference Planner, and \$500 Cvent)</p>
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<p>8. To provide a \$500.00 donation to sponsor the SBEA President's Reception when a VBEA member serves as President or otherwise \$250 donation to SBEA.</p>	<p>a. VBEA will sponsor the President's Reception in honor of a VBEA member serving as SBEA president.</p> <p>b. Identify potential sponsors</p>	<p>All Board members VBEA agent Treasurer</p>	<p>\$500</p>
<p>9. Provide recognition at the summer conference for those members that attended SBEA and/or NBEA during that current year.</p>	<p>a. The President-Elect will get a list of VBEA members that attended the SBEA and NBEA conferences from the SBEA/NBEA Rep.</p> <p>b. Members that attend can be recognized during the lunch meeting – names called and they are asked to stand.</p>	<p>SBEA/NBEA Rep President-Elect</p>	
<p>10. VBEA Collegial Partnership – Develop a list of people who are VBEA who are willing to be a mentor within each region to other teachers.</p>	<p>a. The President will establish and manage the list. Members can contact the president and she will send them names and contact numbers within their region of people who want to help.</p>	<p>President</p>	

GOAL 4: SUPPORT AND PROMOTE FBLA AND PBL STUDENT ORGANIZATIONS AS WELL AS OTHER BUSINESS AND INFORMATION TECHNOLOGY STUDENTS

Recognize that students are our future and support provided by VBEA may expand a student’s experience and possibilities.

Objective(s)	Strategy	Person(s) Responsible	Budget
1. Support the FBLA and PBL student associations.	<ul style="list-style-type: none"> a. The outstanding chapter from each FBLA region and one PBL chapter will receive an honorarium of \$50. b. Information for distribution of the funds will come from the FBLA-PBL State Specialist. c. The chapters receiving the funds will be recognized through established communication procedure. d. Serve as judges and event coordinators at conferences. e. Treasurer will disburse funds. 	FBLA-PBL State Specialist Treasurer VBEA Agent Social Media Manager Board Members	\$600.00
2. Provide funds to co-host, with the FBLA-PBL Foundation, advisers’ coffees at the FBLA and PBL State Leadership Conferences.	<ul style="list-style-type: none"> a. The FBLA-PBL State Specialist will forward a request for payment of the advisers’ coffee. b. The Treasurer will disburse funds. 	FBLA-PBL State Specialist Treasurer	\$650.00

<p>3. Provide opportunities for student involvement with VBEA.</p>	<ul style="list-style-type: none"> a. Invite the state presidents of FBLA and PBL to bring greetings at a general session during the summer conference. b. Invite a state officer of FBLA and/or PBL to present a session for teachers at the summer conference. c. Consider inviting a state officer or member of FBLA or PBL to serve as conference photographer. 	<p>President-Elect</p> <p>FBLA-PBL State Specialist</p> <p>VBEA Agent</p>	
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<p>4. Provide financial support for state winners of listed FBLA and PBL competitive events.</p>	<p>Provide awards to the winners of the following competitive events from the FBLA and PBL State Leadership Conferences:</p> <ul style="list-style-type: none"> • FBLA Partnership with Business, \$100 • FBLA Community Service, \$100 • FBLA Sarah Low Thompson/VBEA Award of Excellence, \$100 • Award a second scholarship, to be named, \$500 • PBL Future Business Teacher, \$100 • PBL Mary B. McGinty Scholarship, \$100 	<p>FBLA-PBL State Specialist</p> <p>PBL Conference Director</p> <p>Special Recognitions and Scholarship Chair</p> <p>Treasurer</p> <p>Social Media Manager</p>	<p>\$1,000.00</p>
<p>5. Provide support to the FBLA-PBL Foundation.</p>	<p>a. Provide a donation to the FBLA-PBL Foundation, Inc.</p> <p>b. Promote membership in the Foundation through the established communications procedure.</p>	<p>Treasurer</p> <p>VBEA Agent</p> <p>Social Media Manager</p>	<p>\$500.00</p>

GOAL 5: INCREASE AND SUPPORT LEGISLATIVE AWARENESS AMONG MEMBERSHIP

Recognize that an awareness of the political process allows members to become proactive on issues that affect their budgets, licensing, and graduation requirements.

Objective(s)	Strategy	Person(s) Responsible	Budget
1. Keep the membership informed of legislative issues at the state and national levels.	a. After each Virginia ACTE meeting, the representative shall submit an update. b. Communicate information specific to issues that the General Assembly is considering as to its impact on CTE.	Virginia ACTE/ACTE Representative Social Media Manager	
2. Provide financial support of the Virginia ACTE lobbyist.	Provide an annual donation to Virginia ACTE.	Treasurer	\$500.00

GOAL 6: MANAGE VBEA OPERATIONS

Outline each person's duties and insure fulfillment of these duties.

Objective(s)	Strategy	Person(s) Responsible	Budget
1. Modify some of the operational procedures.	<ul style="list-style-type: none"> a. Continue the procedure to fill Board positions by seeking Input from the entire membership. b. Distribute an "interest to serve" Form for potential nominees to encourage more interest in Board positions early in the year. 	President and appointed nominating committee Board members VBEA Agent Appointed Board Members	
2. Update the Board directory to also indicate the start and expiration of that position's term.	<ul style="list-style-type: none"> a. Include start and term expiration dates of each position. b. Work with nominating committee to fill board vacancies. 	Secretary	
3. Update the full Board directory to include personal and work contact information.	<ul style="list-style-type: none"> a. Have the Full Board Directory available for updates at the Summer board meeting. b. Ensure that personal contact information is included but not published.. 	Secretary	

<p>4. NBEA and SBEA award nominations be maintained as a part of the minutes to be updated each meeting, if appropriate.</p>	<p>a. Maintain an “Award Nominations” list as part of the minutes that is updated each meeting, if appropriate.</p> <p>b. The list will contain the criteria for the award and the due date for submission of materials.</p>	<p>Secretary</p>	
<p>5. Review of VBEA Bylaws and Officer Responsibilities</p>	<p>a. Update the VBEA Bylaws and officer responsibilities.</p>	<p>President</p> <p>VBEA Agent</p> <p>Appointed Board Members (to prepare draft)</p> <p>VBEA Board (final approval)</p>	