

**MAHPERD STRATEGIC PLAN**

**GOAL: To continue to build a partnership with AHA, ALA, DOE, MRPA and other organizations who are passionate for quality programs in health, physical education, recreation & dance.**

<b>ACTIVITIES</b>	<b>TIMELINE</b>	<b>PERSON RESPONSIBLE</b>
1. Represent MAHPERD on Key Advisory, PE4ME, & other state organizations that promote quality HPERD programs.	On going	Executive Director
2. Collaborate with AHA, ALA, Governor’s Council, and other organization who have similar goals.	On going	Executive Director Executive Board
3. Participate on the MAHPERD Advocacy Committee.	Ongoing	Advocacy Committee
4. Work with conference planner, executive director and president of MRPA & MAHPERD to pilot MRPA fall conference joining MAHPERD’s annual conference.	December - November	Conference Planner Executive Director President

**GOAL: To provide a quality conference that is based on best practices and provide the best possible professional development for all health, physical education, recreation, and dance professionals.**

<b>ACTIVITIES</b>	<b>TIMELINE</b>	<b>PERSON RESPONSIBLE</b>
1. Attend MAHPERD Conference Planning Meetings.	Ongoing	Conference Planner Executive Director Executive Board
2. Recruit presenters, presiders for 08 conference. Submit paper work to	Ongoing	Conference Planner Executive Director Executive Board, Committee Chairs,

conference planner in a timely fashion.		Adapted Physical Education Liaison
3. Work with conference planner, executive director, president, president elect & past president on evening programs, conference theme, silent auction, fundraising, etc.	Ongoing	Conference Planner Executive Director Executive Board Committee Chairs, Adapted Physical Education & DOE Liaison
4. Work with the Samoset to provide a quality conference at a reasonable price.	Ongoing	Executive Director Conference Planner
5. Be the go to person at the Samoset during conference.	November	Conference Planner
6. Ensure registration forms, PO's & billing procedures occur, make necessary deposits & pay bills in a timely fashion.	October/November/December	Executive Director Treasurer
7. Provide members with updates about 08 conference.	Ongoing	Executive Board Executive Director
8. Provide the necessary information to the Samoset & Executive Board.	Ongoing	Executive Director Conference Planner
9. Organize & Finalize Conference Program.	September/October 08	Conference Planner
10. Oversee preparation for conference – stuffing packets.	Ocotober	Conference Planner
11. Introduce keynote, awards chair at banquet, prepare for town meeting.	November	President President Elect Executive Director
12. Help with fundraising at 08 conference – MAHPERD	September - November	Executive Director Fundraising Chair

items table, silent auction, theme baskets.		President Executive Board
13. Contact and provide leadership for Exhibits at Conference.	June - November	Exhibits Chair
14. Provide school districts (principals & superintendents & members) forms necessary to submit award nominations.	March - November	Award Committee Chair
15. Contact Award nominees and provide the necessary paperwork.	June - September	Award Committee Chair
16. Provide newsletter editor with the award nominations and honor award nominations information.	February & August	Awards Committee Chair
17. Create a committee to review & select award winners, notify nominations of their status.	September	Awards Committee Chair
18. Provide Conference planner with award winners (photo's).	September/October	Award Committee Chair
19. Provide powerpoint, posters, create an award banquet program & MC at the awards banquet.	November	Awards Committee Chair
20. Be a liaison between MAHPERD, EDA & University faculty to inform students about the Outstanding future professional program.	March	EDA Council for Services
21. Provide the necessary paper work	March/April	EDA Council for

to university for submitting future professionals.		Services
22. Select a committee to review future professionals applications.	May	EDA Council for Services
23. Notify future professionals of their selection and invite them to the banquet.	September	Council for Services
24. Provide awards chair and conference planner with names & photos of students who will receive the award.	September/October	Council for Services
25. Contact & arrange travel for future professionals who will represent MAHPERD at EDA.	December/January	Council for Services Executive Director
26. Write an article for newsletter on the future professionals who will be representing MAHPERD at EDA.	December	Council for Services
27. Write articles for newsletter, MEA and other interested newspapers promoting our award winners, and our conference.	September – December	Council for Services Awards Committee Chair Promotional Chair
28. Write articles promoting and summarizing MAHPERD conference for the newsletter.	December, February, May, August	Executive Board
29. Provide the necessary leadership to review evaluations, and evaluate the 08 conference.	November	Executive Director Conference Planner President President-elect Past President

30. Purchase supplies, gifts, & other necessities for 08 conference.	October/November	Executive Director President Conference Planner President-elect
31. Chair the nomination Committee.	September - November	Past President

**GOAL: To provide members an opportunity to communicate, network, and stay current in their profession through regional workshops, newsletters, websites and e-mails.**

<b>ACTIVITIES</b>	<b>TIMELINE</b>	<b>PERSON RESPONSIBLE</b>
1. Provide a quarterly newsletter. Work with printing company & provide MAHPERD member labels.	January, March, June, September	Newsletter Editor Executive Board
2. Update and provide a quality website.	Ongoing	Webmaster Executive Director Executive Board
3. Provide updates on workshops & professional information that is pertinent to the membership.	Ongoing	Executive Director Executive Board
4. Provide professional development opportunities through regional workshops.	Ongoing	Executive Board
5. Provide opportunities for members to improve programs through curriculum grants.	January - June	Grants Committee Chair Executive Board
6. Provide professional development opportunities for members to attend MAHPERD, EDA and/or AAHPERD national convention.	March, April, November	Executive Board President
7. Provide a membership		

booklet to all MAHPERD members.	January/February	Executive Director Membership Committee
8. Provide newsletter editor with labels to send out newsletters.	December	Executive Director

**Goal: To continue to represent and advocate for health, physical education and dance at the local, state, regional and national levels.**

<b>ACTIVITIES</b>	<b>TIMELINE</b>	<b>PERSON RESPONSIBLE</b>
1. Promote Maine AHPERD and its goals & mission.	Ongoing	Executive Director Executive Board Committee Chairs
2. Provide leadership at EDA convention, AAHPERD National Convention, AAHPERD Leadership Conference, EDA Leadership Conference, MAHPERD Conference & MAHPERD Leadership Conference.	March, April, June, August, November	EDA Council for Convention Council for Services Executive Director President President-elect
3. Make travel & hotel arrangements for Executive Board Travel.	March, April, June, August	Executive Director
4. Attend PE4ME meeting, key advisor meetings and others meetings that promote quality programs in health, physical education, recreation & dance.	Ongoing	Executive Director
5. Attend legislature fitness day and other opportunities at the Maine State to promote MAHPERD.	Ongoing	Executive Board Executive Director
6. Collaborate with DOE in hiring a Physical	Ongoing	Executive Director

Education Consult.		
7. Invite interested parties to attend/present at MAHPERD meetings.	Ongoing	Executive Director Executive Board

**GOAL: To identify and sustain strong leadership.**

<b>ACTIVITIES</b>	<b>TIMELINE</b>	<b>PERSON RESPONSIBLE</b>
Articulate roles & responsibilities of MAHPERD Executive Board. Organize & facilitate MAHPERD Leadership Conference.	November MAHPERD Leadership Conference	President Executive Director
2. Ensure that leadership attends EDA Conference, AHPERD National Convention, AAHPERD Leadership Convention, EDA Leadership Convention.	March, April, June, August	Executive Director, President, President – Elect, EDA Council for Services & EDA Council for Conventions
3. Recruit new leadership.	Ongoing	Executive Board Executive Director
4. Appoint committee chairs, discipline rep and liaisons as stated in bylaws.	October & November	President
5. Determine Executive Board Meetings for upcoming year.	October	President-elect
6. Act as the nomination chair.	October/November	Past President
7. Support executive board through acknowledgement of their work (letter to school district, thank you notes, public acknowledgement for time & dedication.	Ongoing	Executive Director President President elect Past President

8. Create agenda & Facilitate Executive Board Meetings.	Bi-monthly	President
9. Record minutes of meetings and publish for board members.	Bi-monthly	Recording Secretary
10. Provide executive board with minutes and provide membership with an annual report.	Bi-monthly November	Recording Secretary
11. Pay bills, provide budget updates, & provide annual yearly report to AAHPED.	Ongoing	Treasurer
12. Prepare budget for upcoming year.	March - May	Executive Director Treasurer, President President-elect
13. Work within the yearly budget.	Ongoing	Executive Board
14. Prepare & report out to the membership our annual budget report.	November	Treasurer
15. Attend MAHPERD Executive Board Meetings.	Bimonthly	Executive Director Executive Board
16. Attend Annual MAHPERD Leadership Conference	November	Executive Board Executive Director Committee & appointed representatives
16. Be an advocate for Maine AHPERD.	Ongoing	Executive Director Executive Board
17. Promote and discuss the relationship between AAHPERD, EDA and MAHPERD.	November MAHPERD Leadership Conference	Executive Director Past President President
18. Develop, implement and provide a strategic plan to board members and the membership.	December - November	President Past President
19. Identify & articulate the goals, mission and values Maine AHPERD's strategic plan and align	On-going	Executive Director Past President President President-elect

them with Eastern District Associations strategic plan.		
20. Publish strategic plan and goals on the MAHPERD website	May	Executive Director Web Master