

NORTH CAROLINA BUSINESS EDUCATION ASSOCIATION
September 1, 2010 – August 31, 2011
Program of Work

OBJECTIVES	SPECIFIC ACTIVITIES	RESPONSIBILITY	DATE
I. MEMBERSHIP To sustain continuing members and increase new NCBEA membership	a) Increase membership by 5% over previous year b) Publicize goals of NCBEA in THE BULLETIN c) Conduct periodic follow-up mailings to persons with expired memberships d) Publish membership data in THE BULLETIN by region and county e) Mail or distribute membership card and letter from President to paid members f) Review current membership benefits and make recommendations for expanded benefits g) Maintain accurate up-to-date membership records h) Work with DPI in planning the Summer CTE Conference and encouraging NCBEA attendance i) Utilize regional directors in membership drive	a) Membership Committee b) Program of Work c) Membership Committee d) Membership Committee e) Membership Committee f) Membership Committee g) 2 nd Vice President h) Program of Work i) Membership Committee and 2 nd Vice President	a) On-going b) April 1, Oct. 1 c) On-going d) April 1, Oct. 1 e) On-going f) Winter Board Meeting g) On-going h) Continuing i) On-going
II. LEADERSHIP To provide training for officers and directors	a) Conduct an orientation session for all new NCBEA Board of Directors b) Maintain NCBEA LEADERSHIP HANDBOOK	a) President/Past President and Parliamentarian b) Program of Work	a) July - August b) On-going
III. FINANCE To enhance financial status of organization	a) Continue to provide accurate records and reports b) Maintain non-profit status reporting (IRS 990) c) Handle all budgets and finances d) Evaluate costs of current operations and services to determine needed changes	a) Finance Committee b) Finance Committee c) Treasurer d) Treasurer and Finance Committee	a) On-going b) January 15 c) On-going d) On-going
IV. PUBLICATIONS To promote business education through our publications	a) Publish the spring issue of THE BULLETIN on the NCBEA website and email to members only b) Publish the fall issue of THE BULLETIN on the NCBEA website and email to members and to all business educators and CTE directors in North Carolina c) Submit articles for THE BULLETIN d) Encourage member recognition by: (1) including a section in THE BULLETIN to recognize local, state, and national activities/contributions of NCBEA members; (2) preparing and maintaining a news-release form; provide forms to Board members and to appropriate regional leaders and (3) highlighting an NCBEA member from each region in THE BULLETIN e) Include NCBEA Annual Meeting information and arrangements in spring issue to be mailed to all Business Educators	a) Publications Committee b) Publications Committee c) All Board Members d) Publications Committee e) Publications	a) By April 1 b) By October 1 c) On-going d) On-going e) By April 1
V. ANNUAL MEETING To promote business education through an Annual Membership Meeting	a) Hold an Annual Meeting to initiate involvement of all levels of business education, junior high/middle school, secondary, postsecondary two-year, and postsecondary four-year institutions b) Meet with DPI to secure a meeting place and time for the Annual Meeting	a) 1 st Vice President and Conference Program Committee b) President and 1st Vice President	a) July during Summer CTE conference b) January – May
VI. ADMINISTRATION To provide the most effective and efficient administration possible	a) Hold an organizational Board meeting following the Annual Meeting b) Hold other Board meetings as Bylaws permit c) Receive written reports from each committee at each Board meeting d) Coordinate and monitor the Program of Work for the current year e) Submit to Board a written Program of Work to establish the objectives of NCBEA, SBEA, and NBEA	a) President and Parliamentarian b) President c) President/Secretary d) Program of Work Committee e) Program of Work Committee	a) By September b) February and before/after Annual Mtg. c) On-going d) Draft July e) Finalized September

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VII. NOMINATIONS To provide nominations of the best possible personnel for designated positions of responsibility	a) Become thoroughly familiar with duties of each office b) Inform nominees of duties c) Secure biographical information and photo on all nominees for THE BULLETIN	Nominating Committee	a) On-going b) February c) Before April 1
VIII. SCHOLARSHIP To continue work with John Bunch Scholarship	a) Continue the John Bunch Scholarship b) Publicize winners in THE BULLETIN and in winners' hometown papers	a) Past President b) Public Relations	a) On-going b) September
IX. AWARDS To continue a state awards program for members and participate in securing nominees for SBEA/NBEA awards	a) Publicize awards in THE BULLETIN and online b) Solicit nominees for awards according to established guidelines c) Select awardees d) Present awards during NCBEA Annual Meeting e) Submit nominees for SBEA/NBEA annual awards following guidelines	Past President and Awards Committee	a) On-going b) On-going c) June d) Annual Mtg. e) July
X. CRITICAL ISSUES To identify current issues in business education to include teacher shortage, emerging curricula, and teacher recruitment	a) Review legislation and reports that impact on business education and prepare summaries for publication b) Include special section in THE BULLETIN for "critical issues"	a) Legislation / Resolutions Committee b) Publications Committee	a) On-going b) April 1, October 1
XI. PUBLIC RELATIONS To promote business education through public relations	a) Carry out public relation activities as stated in the bylaws b) Promote National Education for Business Week (usually November) c) Ask Governor to "proclaim" item "b" above in North Carolina d) When possible, disseminate NCBEA information to hometown newspapers of leaders e) Send NCBEA information to SBEA and NBEA publications f) Serve as a member of the Public Relations Committee for Annual Membership Conference g) Prepare feature articles for newspapers	a) Public Relations Cmte. b) Public Relations Cmte. c) President d) Public Relations e) Public Relations f) Public Relations Cmte. Chair g) Public Relations Cmte.	a) On-going b) November c) September d) On-going e) On-going f) On-going g) On-going
XII. LEGISLATION To initiate, promote, and publicize legislative action related to business education	a) Carry out duties as outlined in bylaws b) Carry out activities outlined in this Program of Work as indicated c) Continue to work with state and national networks	Legislative / Resolutions Committee	On-going
XIII. BUSINESS SECTOR To serve as a liaison between NCBEA and the business sector	a) Represent NCBEA on State Advisory BE	President	On-going
XIV. WEB PAGE To maintain a Home Page for NCBEA with appropriate information—database, officers, goals, and publications	a) Maintain home page b) Contact appropriate individuals for information	Webmaster	On-going
XV. PROFESSIONAL DEVELOPMENT To provide educational opportunities	a) Promote Conference Stipend Award b) Promote Professional Development Award c) Provide technology workshops d) Provide Praxis workshops e) Provide National Board Certification workshops f) Encourage greater participation in NCBEA, SBEA and NBEA conferences	Varies	On-going