



Oregon Business & Management Educators

Program of Work 2007-2008

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

GOAL: ORGANIZATION AND LEADERSHIP

1. Coordinate a viable association for all Oregon business and management educators.
2. Provide leadership from OBME Executive Board and Council.

OBJECTIVES	METHODS	RESPONSIBLE PARTY	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.	Lehman/Morrell	September 22, 2007
Set Council Meeting dates and locations.	The Executive Board will determine location and dates of meetings.	Executive Board Lehman/Baker	June 19-20, 2007
	Guidelines for dates: Fall – Albany/Corvallis area	Baker	September 22, 2007
	Winter – Portland area	Baker	January 26, 2008
	Spring – Annual meeting location	Lammers	April 26, 2008
	Prepare agendas for meetings.	Lehman/Morrell/Executive Board	As needed
Prepare annual budget.	Executive Board will prepare a proposed budget at the summer planning meeting.	Executive Board/Treasurer	TBA (2008)
	Executive Board and Council will finalize the budget at the Fall meeting.	Executive Board and Council	September 22, 2007
Submit a financial report at each meeting of Executive Board and Council.	Treasurer will prepare a written financial report for each meeting.	Noe	As needed
	Treasurer will present annual budget for approval at Fall Council meeting.	Noe	September 22, 2007
	Budget will be presented to membership for adoption at annual business meeting.	Noe	October 12, 2007
Develop a communications task force to evaluate future and structure of OBME	Task force (5-7 members) appointed at summer planning	Executive Council	June 19-20, 2007
	Recommendation for Fall Council Meeting	Task Force	September 22, 2007

GOAL: ORGANIZATION AND LEADERSHIP

Continued

OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE
Tasks for Communications Task Force	Develop a plan to update and tie together all OBME communication pieces—Web site, newsletter, publicity, e-mail.	Communications Task Force	September 22, 2007
Conduct elections	Elections Director will facilitate elections. Fall meeting to obtain names for nominations.	Gerig	December 31, 2007 Mail ballots Nov 1, 2007 Due back Nov. 30, 2007
Review correspondent responsibilities.	Guidelines for activities.	Lammers/Werner	September 22, 2007 April 26, 2008
Communicate with Correspondents	Facilitate activities.	Lammers/Werner	As needed
	Telephone, e-mail, letters, etc	Executive Board	Ongoing
	Write welcome letter to new correspondents outlining their responsibilities.	Lammers/Werner	September 22, 2007
Update personnel changes in Oregon.	Update membership list for Oregon and inform of changes.	Correspondents/Lammers/Werner/ Ekroth	As needed.
Communicate with teachers in Oregon sharing information and publicizing OBME activities.	Notify Membership/Directory Chair staff retirements/additions in Oregon.	Correspondents/ Ekroth	As needed
	Promote OBME and school activities.	Correspondents/Council	As needed
	Send electronically a minimum of two articles to include in the <i>OBME Bulletin</i> and/or Web site	Correspondents/Council/Werner/ Marquardt	Winter, Spring

GOAL: ORGANIZATION AND LEADERSHIP

Continued

OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE
Assist in finding candidates for Council positions	If last year of term, contact the Elections Director with a list of candidates for successor.	Correspondents/Council/Platt	September 22, 2007 if correspondent's 2 nd year
Tasks for WBITE Conference	Promote WBITE conference to Oregon teachers and administrators.	Lammers/Council	May 23-26, 2008
	Provide one silent auction item for WBITE Conference.	President, Executive Board and Council	May 23-26, 2008
Tasks for OBME Conference	Provide one silent auction or door prize item for OBME Conference	Executive Board and Council	September 22, 2007 & October 12, 2007

GOAL: MEMBERSHIP

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

OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE
Coordinate membership reports.	Report membership to Executive Board and Council.	Ekroth	Each meeting
	Prepare and send dues statements. Send reminders and/or call. Remind about annual renewal date if let lapse.	Ekroth	May 2008; as needed
	Distribute membership roster to Correspondents/Com. College/Higher Ed.	Ekroth	September 22, 2007 and as needed. Each meeting.

OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE
Promote benefits of membership.	Have a membership display at OBME Conference.	Ekroth	October 11-12, 2007
	Provide members with directories.	Ekroth	November 2007
	Provide information for <i>OBME Bulletin</i>	Ekroth	As needed
Increase membership in OBME.	Encourage potential members to join by working with state specialist, FBLA and DECA advisers, and teacher training institutions.	Ekroth/Council	As needed
	Encourage former and current members to rejoin.	Ekroth/Council	As needed
Promote membership in related professional organizations.	Publish articles in <i>OBME Bulletin</i> and OBME Web site.	Ekroth/Lehman/Lammers/Noe/Morrell	Fall, Winter, Spring
	Post articles on Web site	Council/Werner/Marquardt	Ongoing
	Report at OBME Council meetings.	Ekroth/Lehman/Lammers/Noe /Morrell	As needed

GOAL: PROFESSIONAL RELATIONS

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 OBME activities with other professional organizations.
4. Promote Business Education in student organizations.

OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE
Provide professional development opportunities.	Plan a successful OBME Conference based on professional development needs of membership.	Lehman/Van Meter/Lang	October 11-12, 2007
	Plan an in-service event (time/place)	Council	2007-2008
Work with ODE to provide an in-service event if appropriate or needed.			

OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE
Provide professional development opportunities.	Plan a successful OBME Conference based on professional development needs of membership.	Lehman/Van Meter/Lang	October 11-12,2007
Work with ODE to provide an in-service event if appropriate or needed.	Plan an in-service event (time/place)	Council	2007-2008
Coordinate and communicate with ODE on the direction of business and management education.	Support the Business and Management State Specialist.	Lehman/Council	Ongoing
	Communicate with committees associated with school restructuring.	Lehman/Council	Ongoing
	Communicate with professional organizations (non-educational).	Lehman/Council	Ongoing
	Communicate with the State Superintendent of Public Instruction	Executive Board	Ongoing
Maintain contact with WBITE/NBEA.	Send three board members to WBITE Conference. (\$300 each)	Lehman/Ekroth/Lammers	May 23-26, 2008
	Send official delegates to WBITE Board Meeting.	Lehman/Lammers	May 23-26, 2008
	Provide 40 gifts to WBITE board. Present OBME report to WBITE. Attend nomination meeting at WBITE.	Lehman	May 23-26, 2008
	Attend WBITE STP President-elect training.	Lammers	May 24, 2008
	Send President, President-Elect and Membership to NBEA Conference (\$1,000, \$1000, \$500).	Lehman/Lammers/Ekroth	March 2008

GOAL: COMMUNICATION WITH EDUCATORS, ORGANIZATIONS, AND PUBLIC

OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE
Communicate through various newsletters.	Publish three <i>OBME Bulletins</i> per school year that will be posted on the OBME Web site. Fall newsletter will be mailed as hard copy.	Werner	August 1, 2007, Dec. 1, and May 1, 2008
	Submit items for WBITE and NBEA publications.	Lehman/Werner	As required
Participate in WBITE Web Page.	Provide OBME information.	Werner/Lehman	Ongoing
Maintain OBME Web Page.	Obtain up-to-date OBME information and post to OBME Web Page.	Marquardt/Council	Ongoing
Participate in NBEA Web Page.	Provide OBME information.	Lehman/Lammers	Ongoing
Provide recognition through honors and awards. (Secondary Teacher of the year, Post-Secondary Teacher of the year, Administrator of the year, and Distinguished Service award.)	Receive nominations from members Letters sent to nominees Receive nominees information	Spencer	July 1, 2007 Prior to August 1, 2007 August 31, 2007
	Notify OBME winners and provide info about WBITE/NBEA awards.	Spencer	September 2007
	Order OBME awards. Royal Awards has OBME award template (Eugene area).	Spencer	September 2007
	Confirm guests with winners and contact conference chair or events coordinator.	Spencer/Lang/Van Meter/Baker	September 2007
	Winger & Lammers Scholarship Recipients recognized at OBME Conference 2007	Lammers/Winger	Advertised Summer, 2007 Awarded October 12, 2007
OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE

Promote business education.	Submit articles, pictures, etc. to newspapers and periodicals about new board and council members and events.	Council	Ongoing
	Recognize supportive state legislators or businesses in newsletters, thank you letters, or awards.	Council	Ongoing
	Update and post articles on the Web site	Council	Ongoing
Promote Business Education in student organizations		Council	April 2008
Provide recognition of OBME board members	Prepare letter of appreciation to supervisor of each board member	Lehman	May 2008
	Prepare “thank you for your service” letter to each council member.	Lehman	May 2008

GOAL: PARTICIPATE IN LEGISLATIVE ACTIVITIES

OBJECTIVES	METHODS	RESPONSIBLE PARTY	TARGET DATE
Encourage OBME activity in legislation affecting business and professional 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 OBME, WBITE and NBEA.	Ron Dodge/Tiah VanDusen	As needed
	Communicate with state and federal legislators (Maintain legislative network).	Tiah VanDusen Council/Membership	As needed
	Determine legislative issues of concern to OBME	Tiah VanDusen	Ongoing
	Communicates with NBEA Regional Legislative Rep	Tiah VanDusen	Ongoing