



EMPLOYMENT FIRST - EMPLOYMENT NOW

APSE MO MEMBERSHIP LEAD PLAN 2017

Goal #1: <i>Membership management</i>				
Action Steps	Person Responsible	Completion Date	Estimated Cost	Progress
1. Solicit member spotlight information, prepare member spotlight, and distribute to membership	Debra Brock	February 2017 May 2017 November 2017		
2. Obtain updated membership list from APSE website. Share entire list with webmaster for updating of constant contact and with President for personal note sent to each new member.	Debra Brock/Webmaster/President	Monthly		
3. Print and route list of all members expiring within two months at each Board meeting for personal outreach re: renewal.	Debra Brock	Prior to and at each board meeting		
4. Award complimentary membership at events as specified in bylaws	Debra Brock	At each APSE MO event		
5. Print and have available membership applications and updated materials at each event.	Debra Brock	Prior to and at each APSE MO Event		
6. Contact National APSE for Promo Code for discounted memberships.	Debra Brock	Prior to each APSE MO event		
7. Annually review the membership communication plan with the Board to determine the following year's communication strategies.	Debra Brock	November/December 2017		



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Goal #2: <i>Conduct nomination and election process for open board positions</i>				
Action Steps	Person Responsible	Completion Date	Estimated Cost	Progress
1. Distribute call for nominations (ask for specific skills Board is recruiting for, ensure information on APSE, APSE Mission, philosophy, etc is included. Inform individuals that if nominated they will be contacted by someone on the executive team prior to elections).	Barb Hoelzer	June 1, 2017	\$ 0	
2. Being mindful of diversity of composition in Board members, reach out to additional members for consideration for nomination as needed.	Entire Board	June 1, 2017	\$ 0	
3. Once all nominations are received, contact each potential board member, discuss Employment First knowledge and philosophy, APSE's foundational beliefs and mission, and commitments of time and energy required of all board members. If the person is committed and supports APSE's mission, the individual will be placed on the ballot.	Executive Committee	June 15, 2017		
4. Distribute ballot to members	Barb Hoelzer	July 1, 2017	\$ 0	
5. Announce newly elected board members (at Summit and Via email)	President	TBD at Annual Summit	\$ 0	
6. Notify APSE National of Board election results	President	September 2017	\$0	
7. Prepare new Board Member Manual	Debra Brock	September 2017	\$50	
8. Update non-member sales sheet with new board member information	Debra Brock	September 2016	\$0	