

**Notre Dame Senior Alumni  
Internal Activities Committee  
Action Plan for FY 2007 – 2008  
June 26, 2007**

**Objective:** To provide administrative support for the Board of Directors and its Executive Committee, especially in facilitation of internal Board communications, the identification of qualified candidates for Board vacancies, and the solicitation and review of candidates for the annual Rev. Louis Putz, CSC Award. As needed, the Committee may suggest revisions to the NDSA Bylaws and prepare manuals and procedures for NDSA activities.

**FY 2007 / 08:**

1. Propose Bylaws amendment for a uniform procedure for filling Board vacancies, no matter what the cause, which allows for input from the Office of the Executive Director of the NDAA, the Executive Committee of the NDSA, and the full Board of Directors of the NDSA **(Squyres: ASAP)**.
2. Develop an Orientation Manual for new Directors to enable them, as much as possible, to be fully productive in their rolls at the beginning of their first term **(Hoffman: Fall, 2007)**
3. Develop an NDSA Operations and Procedures Manual for all internal activities of the Board and its Executive Committee **(White: January 1, 2008)**
4. Solicit and review nominations for Board vacancies scheduled to occur on July 1, 2008 in Regions 2, 4, 7, 8, 11, and 16 **(Squyres, full committee: beginning September, 2007)**
5. Solicit and review nominations for the Rev. Louis Putz, CSC Award to be presented in Spring, 2008 **(Hoffman, full committee: beginning September, 2007)**
6. Review, develop, and enhance internal Board communications capabilities **(Squyres: continuous)**

**NDSA Website:** The committee believes that the position of Webmaster should exist as a separate function in support of the NDSA Board, independent of any Board Committee and independent of considerations of term limits. The Webmaster should be responsible for both technical development and enhancement of NDSA's web-based communications capabilities and for the continuation of this support if, and when, a new Webmaster is installed.

**Finance** (goals drawn up during the meeting after accepting Financial responsibilities):

1. Within 30 days after a Board Meeting, tabulate NDSA revenues and expenses vs. budget
2. Develop a timetable for an annual NDSA budget process
3. Generate a report of NDSA Directors' expenses, both reimbursed and nonreimbursed
  - a. Travel, food, lodging expenses to Board Meetings (incl. Spouse)
  - b. Regional travel, communications, event attendance charges
4. Solicit and analyze revenue generating ideas for NDSA

