

NDSA 2007 – 2008 Operational Plan

The goals of NDSA as stated in the By-Laws can be summarized as follows:

- **Enable senior alumni to utilize their talents, skills, and education to enhance themselves and the individuals they serve**
- **Encourage all senior alumni to engage in all six (C's) of the Alumni Association, with particular emphasis on community service**

The programs and service efforts of NDSA shall support and be inclusive of all members of the Association's alumni club and class network, and in no way shall be exclusive of this network, nor its membership.

For the 2007 – 2008 year, NDSA has the following overall goals:

- 1. Increase the participation of NDSA initiatives in both clubs and classes. Emphasis will be on adding features to existing initiatives rather than developing new ones.**
- 2. Develop documented material to assist clubs and NDSA Directors.**
- 3. Develop link to former NDSA Directors to continue to assist NDSA initiatives and committees in a "support" capacity.**
- 4. Increase the communications both within NDSA, the Alumni Association office, the NDAA Board and the Notre Dame Senior Alumni. The focus of the communications to senior alumni is to improve their recognition of NDSA and its value to them.**
- 5. Administer Committee Activity Accountability**
- 6. Administer Regional Director Accountability**

To achieve the above overall goals, NDSA will institute the following action steps:

- 1. Increase participation in NDSA initiatives**
 - **Each initiative will be assigned a "champion" to manage the increase in participation within the Alumni Network Committee. One focus will be on promoting the new Diocesan Support Program to clubs and classes**
 - **Where possible encourage the assistance of a former NDSA Director with an interest in a particular initiative to be a "support" volunteer. Current year plans include an Alumni Network committee Hospital**

initiative “support” volunteer and a communications committee “support” volunteer.

- **Evaluate the initiative participation through the Director reporting process within the Clubs Committee**
- **Increase the number of Senior Alumni Coordinators in the club network. NDSA is beginning the year with 118 clubs (52%) with a senior alumni coordinator in place. Goal is to end the year with 139 clubs and 65%**
- **Have at least one senior class undertake an NDSA program under the leadership of the Classes Committee**
- **Finalize the communication network for the Hospital support initiative. This entails evaluating the use of a 1-800 number, and the support services of the Alumni Office.**
- **Have one promotional (marketing) piece for the PACE cancer education initiative. This is budget dependent.**

2. Develop documented materials to assist Directors and Clubs

- **Develop an Orientation Manual for new Directors by Internal Affairs Committee**
- **Develop an Operations and Procedures Manual of all internal activities of NDSA, by Internal Affairs committee**
- **Provide new Directors with “Guidelines for Visiting Clubs” by Clubs committee**
- **Develop a “how to” instructional manual for clubs to assist them in instituting an initiative, by Clubs committee**
- **Update the current NDSA Guide by Communications committee. Get the updated guide printed (budget dependent)**
- **Maintain and update as necessary the two “Make a Difference” brochures and have available for home football games, senate and the reunion by communication committee**

3. Develop link to former NDSA Directors

- **NDSA committee Chairmen will be open to assistance from a former NDSA Director with an interest to continue in a “support” role to assist NDSA.**

4. Increase communication within NDSA, the Alumni Office, NDAA Board, senior alumni and the club / class network

- **Clubs committee will publish the NDSA Newsletter to all club Presidents and senior alumni coordinators**
- **Classes committee will maintain ongoing communication with class secretaries, sharing updates on NDSA and success stories**
- **NDSA Chairman will communicate monthly to the NDSA Board through “Paul’s Points” on the senior alumni web page.**
- **Clubs committee to consolidate Regional Director reports three times during year and report results to increase communications between NDSA and NDAA**
- **Classes and Communication committees will coordinate the NDSA activity at the 2008 reunion including a welcome tent, NDSA brochure distribution, and presentations**
- **Communications committee will be responsible for a senior alumni welcoming tent at the Georgia Tech and Michigan State home football games. Additional home game welcoming activity will be determined based on budget consideration**
- **Maintain and upgrade the communications on the NDSA web page**
- **NDSA committee Chairs will link where similar with their counterparts in NDAA**

5. Committee Activity Accountability

Each committee is assigned and responsible to one member of the Executive Committee. Additional action plans for each committee are as follows:

Paul Scagliarini – Chairman:

- **Clubs Committee – coordinate the Senior Alumni Participation Award process**
- **Classes Committee – continue to refine the class coordinator communications process, communicate NDSA Board openings to solicit potential replacements, and participate in the Class breakout session at alumni senate.**

Bill Kreps – Vice Chairman:

- **Communications Committee – finalize the promotional program with the Notre Dame Bookstore, and update the best practices on the web page.**

- **Alumni Network Committee** – provide the NDSA Executive Committee with a report on the current activity of initiatives at each of the three NDSA meetings, provide assistance as needed to the clubs committee on the preparation of the “how to” guideline to implement initiatives for clubs, and explore with the communications committee a three fold brochure on each initiative (this is a budget dependent activity).

Jim Barry – Immediate Past Chairman:

- **God Country Notre Dame Committee** – Complete the Peace Memorial letter, evaluate sundry services to enhance the military hospital initiative, and evaluate the opportunity of supporting the USO within airports.
- **Internal Activities** – Propose bylaw amendment for a uniform procedure for filling Board vacancies, coordinate the 2008 director replacement process, coordinate the Fr. Putz award process, and provide guidance and instruction to NDSA directors on the best use of the new Irish on Line system.

The Executive Committee will achieve the following:

- **Coordinate the three scheduled NDSA meetings, prepare the 2008 – 2009 NDSA budget, approve / recommend the senior alumni award and Fr. Putz award winners to the Alumni Association, and represent NDSA interests with NDAA Board counterparts, and the Alumni Office on all managerial matters.**

6. Regional Director Accountability

- **Each Regional Director will prepare a plan for 2007-2008 for their region. A member of the Executive Committee will assist the Regional Directors in the execution of the regional plans as necessary.**

Regional Assignments are as follows:

Paul Scagliarini – Chairman, Regions 4, 6, 7, 9, 13, 17

Bill Kreps – Vice Chairman, Regions 1, 2, 8, 10, 11, 16, 18

Jim Barry – Past Chairman, Regions 3, 5, 12, 14, 15

This plan was respectively submitted to the Alumni Office on July 16, 2007.

The NDSA Executive Committee:

Paul Scagliarini – Chairman

Bill Kreps – Vice Chairman

Jim Barry – Past Chairman