

## **NDSA Priority Goals (2009 – 2010)**

1. Design and implement the “Enhancing Senior Connections” Initiative.
2. Operate within the entire NDAA structure as a team member.
3. Create a pool of qualified candidates for Board seats in every Region. Promote the positions in media and venues likely to be noticed by women and ethnic minorities.
4. Develop administrative and marketing plans, including the setting of priorities, for the NDSA national initiatives and work with the NDSA Regional Directors to inform alumni of the various initiatives and the “give back” opportunities.
5. Encourage and support close working relationships among NDSA and NDAA Directors, including activities at club, regional, and national levels.

### **Major Goals and Objectives Achieved as of (October 1, 2009)**

- Rewrite NDSA Bylaws to conform to our mission and goals
- Publish procedure manual, realign committee structure and the duties of the four new standing committees:
  - Administration, Finance, and Personnel
  - Communications and Public Relations
  - Initiatives
  - Alumni Network and Events
- Publish specific responsibilities for each committee
- Complete new committee assignments based on director interests and past work related strengths
- Streamline and simplify regional reporting formats for use at Board meetings.
- Modify meeting format to accommodate greater committee participation and responsibility
- Adopt NDSA “Enhancing Senior Connections to Notre Dame” Initiative
- Modify NDSA present Initiative support to four existing Initiatives:
  - Catholic Community Professional Assistance Program
  - God, Country, Notre Dame
  - Hospital Support Program
  - Prostate Awareness and Cancer Education
- Meeting of the NDSA Executive Committee with Tom Monaghan and the NDAA Board Leadership to discuss the Enhanced Connections Initiative and joint Board strategy
- Approve recommendation for the 2010 Rev. Louis J. Putz, CSC Award
- Complete Fall Meeting under new format, approve Bylaws, hold successful tailgate event for club senior alumni coordinators and the 50 year club members
- Provide Saturday staffing at the Irish Green Alumni Association Tent

## **NDSA Operational Goals & Plans---2009 - 2010\***

### **Executive Committee:**

- Develop and implement plans for the “Enhancing Senior Connections to Notre Dame” Initiative
- Continue joint efforts with the NDAA Board to insure a strong working relationship
- Determine NDSA short- and long term goals and communicate them broadly within the NDAA community
- Monitor progress of NDSA Committees toward completion of tasks consistent with NDSA goals
- Work with committee chairs to monitor the effectiveness of the new committee structure
- Determine the feasibility of developing a structure for volunteer adjunct support of NDSA Board activities
- Encourage NDSA Regional Directors’ close working relationship with their NDAA Board counterparts, including attendance at NDAA Regional Meetings
- Develop and monitor an NDSA annual Budget in preparation for each fiscal year
- Develop the skills and resources necessary to operate the NDSA web site
- Develop the capability to provide a Controller function within NDSA
- Report to the NDAA and NDSA Boards on progress toward the achievement of NDSA goals

### **Alumni Network and Events Committee: (ANE)**

- Coordinate with the other committees to expand the effectiveness and potential of the CPR Committee
- Create, conduct and participate in events designed to expand awareness of the existence, mission, and goals of NDSA
- Coordinate with the CPR committee to install Senior Alumni Coordinators (SACs) in every Notre Dame Club and work with the Clubs in developing programs to attract and interest our senior alumni.
- Identify opportunities for the involvement of Seniors in Alumni Association activities such as reunions, football games, alumni senate, and NDAA Regional Meetings where there is a forum to promote NDSA initiatives and activities
- Develop, maintain, and provide local lists of Senior Alumni contact information for the use of Club SACs
- Provide regular updates of NDSA information for Senior Alumni Coordinators (SACs)
- Develop the information needed for NDSA Regional Directors to attend Notre Dame functions in their region
- Coordinate with the Alumni office to secure information on senior alumni activities and initiatives at other Universities
- Solicit feedback from Clubs, Classes, and individual alumni for “Best Practices” which could be published as exemplary and possible new NDSA Initiatives
- Develop formats and timelines for receiving Regional Director Reports prior to NDSA Board meetings, presenting a summary report at the meeting, and enabling the summary to be available as a retrievable reference for all Directors

\* The NDSA Board is aware of the current NDAA staff shortages and will strive to implement our plans with minimal administrative impact. We will maintain full communications with the staff and will support their efforts whenever possible.

### **Communication and Public Relations Committee: (CPR)**

- Assist all NDSA committees and Regional Directors with communications which will enhance the “Brand Awareness” of NDSA
- Develop job descriptions for the Club SAC position, allowing for differences in Club location and size.
- Assist Regional Directors with publicity to help them fill SAC positions in their Clubs
- Develop NDSA information packets for the use of Club SACs in encouraging Senior activity
- Develop and maintain contact with all University media sources to enable frequent and widespread publicity for NDSA
- Develop and implement plans for quarterly publication of an NDSA newsletter
- Promote the NDSA web-site as a primary source of Senior Alumni information and provide regular promotional updates for use on the website
- Identify and provide publicity for exemplary Senior Alumni activity in the Regions and Clubs
- Develop an official multi-use NDSA Logo

### **Initiatives Committee: (IC)**

- Develop administrative and marketing plans for each NDSA Initiative
  - Resources required (e.g., promotion, funding)
  - Involvement of NDSA Regional Directors
  - Potential for volunteer adjunct committee members
- Evaluate existing Initiatives
- Maintain communications with Clubs and Classes to improve existing initiatives and to discover potential new initiatives
- Coordinate with the other committees to enable publication of feedback regarding exemplary Senior activities as best practices
- Coordinate with Alumni Association marketing personnel to explore all available approaches to creating awareness among alumni of the NDSA initiatives

### **Administration, Finance, and Personnel Committee: (AFP)**

- Develop techniques and procedures for maintaining a readily retrievable listing of contact information for current and former NDSA Directors
- Develop procedures for timely replacements and transitions for NDSA Board vacancies, including the creation of potential candidate lists, based on NDSA needs and University priorities
- Develop selection and operational guidelines for adjunct volunteers who could offer time, talent, and resources which would support NDSA goals and needs
- Provide draft updates as needed for the NDSA Bylaws and Procedures Manuals
- Develop, refine, and publish criteria and timelines for the annual Rev. Louis J. Putz, CSC Award.
- Develop formats and timelines for receiving Committee Reports prior to NDSA Board meetings, presenting a summary report at the meeting, and enabling the summary to be available as a retrievable reference for all Directors
- Develop within the AFP Committee the ability to keep minutes of Board meetings and to record them in a timely fashion for reference by all Directors