



## **Program of Work 2022-2023**

GOAL 1: INCREASE MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS			
Recognize that the true strength in our membership and profession is maintaining membership in professional organizations at all levels.			
Objectives	Strategy	Person(s) Responsible	Budget
1. Increase VBEA membership by at least 20 per region	a. Send a personal note to teachers that joined VBEA in July of 2022 and give the link for the membership form asking them to share with colleagues. b. Send personal note to Past Presidents to join as a Lifetime Member. c. Share a monthly membership update with the board. d. Share the benefits of VBEA at local professional association meetings and business teachers' meetings.	<ul style="list-style-type: none"> <li>• Treasurer (deposit funds monthly)</li> <li>• All Members</li> <li>• President</li> <li>• Membership/Engagement</li> </ul>	\$1800
2. Promote membership of Virginia ACTE/ACTE, SBEA/ NBEA	a. Provide professional membership materials to all Business and Information Technology teachers in their region. b. Contact Business and Information Technology teachers and administrators, Instructional Specialists, and CTE Directors to recruit members. c. Promote membership on the VBEA Shared Resources and Collaborations Facebook Group. d. NBEA-SBEA and VACTE-ACTE representative will have a budget of \$150 for the purpose of recruiting members and providing encouragement.	<ul style="list-style-type: none"> <li>• Virginia ACTE/ACTE Representative</li> <li>• SBEA/NBEA Representative</li> <li>• Membership/Engagement</li> <li>• Social Media/Communications</li> </ul>	NBEA-SBEA and VACTE-ACTE representative \$300.00
3. Provide timely update on Virginia ACTE/ACTE, SBEA/NBEA activities and important legislative items	a. Provide organization updates to members.	<ul style="list-style-type: none"> <li>• SBEA/NBEA Representative</li> <li>• Virginia ACTE/ACTE Representative</li> <li>• Membership Committee</li> <li>• Social Media/Communications</li> </ul>	

		<ul style="list-style-type: none"> <li>● President</li> </ul>	
4. Increase VBEA professional development conference participation by ten from each region (120 total)	a. Encourage and invite virtual attendees to the in-person conference. b. Investigate the possibility of offering virtual sessions to potential attendees that must cancel at the last minute.	<ul style="list-style-type: none"> <li>● CVENT Coordinator</li> <li>● President</li> <li>● President-Elect</li> <li>● Conference Coordinator</li> </ul>	
5. Increase the number of Lifetime Memberships by five	a. Include in the personal note to Past Presidents an invitation to be a lifetime member. b. Promote lifetime memberships with all members. c. Target the first-year members–tremendous savings for new teachers. d. Include Lifetime members names in the Conference Program and VBEA website. e. Recognize Lifetime members at Conference.	<ul style="list-style-type: none"> <li>● President</li> <li>● President-Elect</li> <li>● Social Media/ Communications</li> </ul>	
6. Research how VBEA might use Educators Rising in Virginia as a tool to recruit and help train more Business and Information Technology teachers	a. Contact VDOE for information and procedures. b. Provide a session on Educators Rising at the Conference, using a current Business and Information Technology teacher who has an active chapter as the presenter. c. Develop the guidelines and application for the Mary McGinty Future Business Teacher Scholarship. d. Provide up to two Mary McGinty Future Business Teacher scholarships at \$250 each for seniors planning to become Business and Information Technology teachers.	<ul style="list-style-type: none"> <li>● President</li> <li>● VBEA Board</li> <li>● Treasurer</li> </ul>	\$500.00

<b>GOAL 2: CONTINUOUSLY PROMOTE BUSINESS AND INFORMATION TECHNOLOGY</b>
Recognize that the promotion of Business and Information Technology benefits both students and teachers.

Objectives	Strategy	Person(s) Responsible	Budget
1. Provide information about awards and recognition for business educators	<ul style="list-style-type: none"> <li>a. Promote the awards and recognitions via the Business List Serv, the VBEA website, and the VBEA Shared Resources and Collaborations group.</li> <li>b. Submit news releases about award winners, scholarship recipients, new board members, and VBEA news to professional publications. (Forum, VBEA Facebook, ACTE, Virginia ACTE, VBEA Website, VDOE Business and Information Technology ListServ, CTE newsletter, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Special Recognitions Chair (writes the press release and gives information to post to the Social Media Communications and VBEA Agent.)</li> <li>• Social Media/Communications</li> <li>• VBEA Agent</li> </ul>	
2. Promote professional development programs and scholarships	<ul style="list-style-type: none"> <li>a. Provide professional scholarship information and application forms on the VBEA website and VDOE ListServ; provide an announcement on Facebook and at all professional functions; encourage individual members to apply.</li> <li>b. Promotion options will include a scholarship for a course or participating in a professional development activity (Provide 2 at \$750 each).</li> <li>c. Revise guidelines for use of professional development funding-for example, if using the funds to attend a conference, recipient will share some of the learning on the Shared Resources and Collaborations Facebook group and at the next annual Conference.</li> </ul>	<ul style="list-style-type: none"> <li>• Social Media/Communications</li> <li>• Special Recognitions/Scholarships</li> <li>• Treasurer</li> </ul>	\$1500
3. Promote student scholarship program	<ul style="list-style-type: none"> <li>a. Send announcements providing scholarship information and application form for student scholarships to high schools, community colleges, and universities.</li> <li>b. Invite scholarship winners to summer conference and provide scholarship recognition at school awards program if possible.</li> <li>c. Invite the college scholarship winner to attend the Summer Conference as a conference intern.</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Special Recognitions/Scholarships Chair</li> <li>• Treasurer</li> <li>• Social Media/Communications</li> </ul>	Jorgenson/Tucker for a Junior in College (1) 1000.00 and Anne Rowe for a high school senior (2) 750.00 for a total 1500.00 Scholarship total of \$2500.00-these amounts are

	d. Design a flyer for teachers/school counselors to share with students via their Learning Management Systems for students to apply.		determined annually by the board.
4. Provide scholarships and awards recognitions to members. Design a program for previous award winners to mentor potential candidates and develop a platform for board members to secure sponsorships for awards	a. Sponsor the FBLA Adviser of the Year Award b. Al Roane Middle School Teacher of the Year c. New Business & Information Technology Teacher of the Year d. Plaques and Certificates (included Distinguished Service) e. Post-Secondary Teacher of the Year f. Professional Development (2@\$750 each) g. Stipends <ul style="list-style-type: none"> <li>a. SBEA Conference Sponsor</li> <li>b. VBEA First Time Attendee (1 per Region @\$50.00; 11 Regions)</li> </ul> h. Walter L. Shell High School Teacher of the Year i. Innovation in Action ( <a href="#">two@\$100.00</a> ) j. Challenge each Board Member to identify a potential sponsor for each award and scholarship to be contacted with sponsorship guidelines.	<ul style="list-style-type: none"> <li>● President</li> <li>● Past President</li> <li>● FBLA-PBL Special Recognitions/Scholarships</li> <li>● Treasurer</li> <li>● VBEA Board Members</li> </ul>	\$100.00 \$100.00 \$100.00 \$350.00 \$100.00 \$1500.00 \$250.00 \$550.00 \$100.00 \$200.00 Total \$3,350.00
5. Support FBLA by sponsoring awards and recognitions	a. Be a sponsor for two FBLA awards: <ul style="list-style-type: none"> <li>a. Community Service</li> <li>b. Partnership with Business</li> </ul> b. Contribute \$500.00 to the FBLA Foundation to further student leadership training and business skill and knowledge experiences. c. Show appreciation to FBLA Advisers by sponsoring the SLC Advisers' Coffee.	<ul style="list-style-type: none"> <li>● FBLA State Specialist</li> <li>● Treasurer</li> <li>● President</li> </ul>	\$100.00 \$100.00 \$500.00 \$600.00

GOAL 3: PROVIDE SERVICES AND PROFESSIONAL OPPORTUNITIES FOR MEMBERS			
Recognize that professional networking and learning opportunities serves the interests of the students			
Objectives	Strategy	Person(s) Responsible	Budget
1. Keep membership informed of professional opportunities	a. The board will assist with developing and publishing announcements for professional opportunities. b. Provide FREE PD sessions selected and vetted by a Committee of VBEA Board members and members with the approval of the VBEA Agent that can be accessed by members at their convenience.	<ul style="list-style-type: none"> <li>• VBEA Agent</li> <li>• Social Media/ Communications</li> <li>• VBEA Board</li> </ul>	
2. Provide a stipend for a First Time Attendee from each region for participation in the VBEA summer professional development conference	a. Publicize the First Time Attendee stipend opportunity with CTE Directors and Administrators. b. A registrant from each region will be randomly selected to receive a \$50 stipend at the First-Time Attendees reception. Winner must be present at the Closing Session.	<ul style="list-style-type: none"> <li>• CVent Registrar</li> <li>• Treasurer</li> <li>• First Time Attendee Committee</li> </ul>	\$550
3. Plan and implement the summer professional development conference	a. VBEA board will select a conference planner and/or co-planner to plan the summer conference. It is the Board's responsibility to assist as they are requested or required by the by-laws. b. Exploration of conference format options will be researched and discussed by the Conference Planning Committee and VBEA Agent. c. The President, President-Elect, CVent Registrar, VBEA Agent, and Hotel Liaison will build a conference program and ensure consistent information between program and CVent. d. Hotel liaison, selected by the board, will secure hotel bids for the following year's conference prior to the start of the current year's conference or as soon as possible.	<ul style="list-style-type: none"> <li>• President</li> <li>• President-Elect</li> <li>• Conference Planner</li> <li>• Hotel Liaison</li> <li>• CVent Registrar</li> <li>• Treasurer</li> <li>• Appointed Board Members</li> <li>• VBEA Members</li> </ul>	\$1500 Hotel Liaison \$1500 Conference Planner \$1500 CVent Registrar \$1000 Discretionary honorariums \$5500 total

	<ul style="list-style-type: none"> <li>e. The board will determine an honorarium for the conference planner and hotel liaison annually.</li> <li>f. The VBEA board members and VBEA members will assist the conference planner when needed.</li> <li>g. The CVent Registrar will handle setting up the conference registration website, collection of conference payments, other registration and conference details, and conference follow-up survey. Conference registration will be made live by April 1.</li> <li>h. The CVent Registrar will provide timely updates as requested.</li> <li>i. The Conference app will be evaluated for continued service.</li> </ul>		
4. Develop guidelines to implement by-laws changes	<ul style="list-style-type: none"> <li>a. Summarize by-laws changes during VBEA Taskforce/Board meetings after the conference.</li> <li>b. Appoint committees to streamline implementation.</li> <li>c. Prepare policies and procedures document.</li> <li>d. Align by-laws changes with all VBEA documents.</li> </ul>	<ul style="list-style-type: none"> <li>● VBEA Agent</li> <li>● President</li> <li>● VBEA Board</li> </ul>	