

Effective State/Provincial Association Management

Major Components of Effective State/Provincial Association Management

- ◆ Strategic Plan/State Program of Work
- ◆ Communication to –
 local chapters, DECA Inc. office, state board of directors, state DOE, business
 and education partners
- ◆ Officer training and management
- ◆ State Board of Directors
- ◆ Advisory Board and business involvement
- ◆ International office forms/reports and deadlines
- ◆ Development of local advisors training (pre-service and in-service)
- ◆ Marketing Plan
- ◆ Chapter/Membership recruitment and development plan
- ◆ Curriculum Support

Top Ten Tasks for Effective State/Provincial Association Management

1. Accurate Accounting and Detailed Record Keeping
2. Corporate Development
3. Curriculum Connection/Enhancement
4. Establish Award/Recognition Program
5. Marketing
6. Meeting Planning and Conference Management
7. Membership Development
8. Professional Development
 - a. State Teacher Improvement Conference
 - b. SAM Conference
 - c. DECA Scholarships
9. Time Management
10. Website Management

Meeting Planning and Conference Management for Association Advisors

I. General Tasks

Site Inspection

Facility Selection

Function Room Setup

Facility Contracts and Insurance

Transportation Contracts

II. Specific Tasks for DECA/Delta Epsilon Chi

Bid Proposals

Facility Contracts and Insurance

Hotel rooms and meeting space

Transportation

Conference Materials

Conference Registration

Program/Agenda

Competitive Events Allocation

Judge Recruitment

Competitive Events Administration

Tabulation/Competitive Events Management System

Speakers/Sessions/Workshops

Entertainment

Officer Elections/Voting Delegates/Election Sessions

Conference Gifts

ICDC Registration Kit

III. Conference Types

State Fall Leadership Conference

Region Leadership Conference

District Conferences

State Career Development Conference

International Career Development Conference