



SECDEA

2024 Plan of Work

January 2024



Plan	Party Responsible
Schedule SECDEA Meeting at NACD Convention	President
Send SECDEA Dues notice by email to all Member Asscn. Pres.	Treasurer
Complete required annual report for 501(c)3	Grants Committee
Encourage all Member Associations to send in nominees for the Don Aaron Scholarship	President
Update Website	Website Coord., Governing Board, Committee Chairs

February 2024

Plan	Party Responsible
Attend NACD Annual Meeting, participate in NCDEA meetings & activities as the SE Regional Director of NCDEA Board	President
Support & attend NCDEA activities during NACD Annual Mtg	Governing Board Members
Announce NCDEA "District Employee / Official" Award winners	President
Update website	Website Coord., Governing Board, Committee Chairs

March 2024

Plan	Party Responsible
Invite National and Regional DEA Leaders to Annual Conference	President
Invite National and Regional District Officials to Annual Conf.	President
Renewal of Secretary of State Incorporation - KY	Treasurer
Update website	Website Coord., Governing Board, Committee Chairs

April 2024

Plan	Party Responsible
Appoint Audit Committee - Ad Hoc	President
Contact SENACD to arrange SECDEA activities to be included in the SENACD Annual Meeting.	President
Develop SECDEA plan of activities for SENACD Meeting with Board Members at Mid-Year Meeting	President
Contact press for news release on SECDEA Mid-Year Board Meeting and activities	Host State DEA President
Attend SECDEA Mid-year Board Meeting Rotate alphabetically between states (2024 Lexington, KY)	Governing Board and Committee Chairs
Organize committees (if needed) to carry out responsibilities at the annual meeting	President or Vice President
Review By-Laws and Long-Range Plan as needed	Governing Board
Develop FY 2025 Draft Proposed Budget to present to governing board at Mid-Year	Treasurer & President

April 2024 Cont.

Present Draft FY 2025 “Plan of Work” at Mid-Year Meeting	Planning Committee
Review SECDEA Committee Charters as needed	Governing Board
Review Standing Committees	Governing Board
Perform Annual Audit	Audit Committee
Update website	Website Coord., Governing Board, Committee Chairs

May 2024

Plan	Party Responsible
Upload all documents to google drive and publicize all minutes and financial information	President or appointee(s)
Review Cooperative Statement between SECDEA and Partners	Governing Board
Submit annual license fee for articles of incorporation	501(c)3 Committee
Send notice of District Employee & District Official Award Nomination Application & Deadline	President
Release SECDEA Sponsorship Notice & Materials	Sponsorship Committee
Release SECDEA Annual Meeting Registration/ DRAFT Conference Agenda, & Scholarship Application	President, Conference/Scholarship Committees
Publish Newsletter (if possible)	Newsletter Editor
Update Website	Website Coord., Governing Board, Committee Chairs

June 2024

Plan	Party Responsible
Send Notice of DEA Meeting at SENACD Annual Meeting (if applicable)	President

July 2024

Plan	Party Responsible
Appoint Nominating Committee	President
Appoint Judges for District Employee/Official Awards Panel	President & Governing Board
Send reminder to Member Associations of Scholarship Deadline - approx. August 1st	Scholarship Committee
Update website	Website Coord., Governing Board, Committee Chairs

August 2024

Plan	Party Responsible
Attend SENACD meeting (FL) - SECDEA Booth, DEA Meeting, Live Auction and Raffle Drawing if applicable	President and Governing Board if possible
Send out reminder to all Member Associations Presidents to send in nominees for the “District Employee / District Official Award” by September 1st	President
Review Cooperation Statement between SECDEA and partners	Governing Board
Send out notice of SECDEA Officer Elections & Application	Nominating Committee
Update website	Website Coord., Governing Board, Committee Chairs

September 2024

Plan	Party Responsible
Email Member Associations Presidents to encourage employees to attend SECDEA Annual Conference	President
Send District Employee & Officials Award Applications to Judging Panel with deadline to submit scores.	President
Update website	Website Coord., Governing Board, Committee Chairs

October 2024

Plan	Party Responsible
Send reminders to Member Association Presidents & Committee Chairs to complete reports	President
Send out reminders to state presidents about SECDEA Annual meeting, timeline, & responsibilities	President
Send reminders to membership about conference activities	President, Conference Committee
Email Member Association Presidents the Documents for Annual Meeting for review.	President
Upload Annual Meeting documents to SECDEA Google Drive & Disperse link to membership for review	President & Governing Board
Update website	Website Coord., Governing Board, Committee Chairs

November 2024

Plan	Party Responsible
SECDEA Annual Conference, Business Luncheon, Awards Banquet, Conduct Live & Silent Auctions	Governing Board, Conference/Special Projects/Benevolence Committees
Election of Officers	Members
Adopt FY 2025 Budget, & Plan of Work	Members
Review SECDEA Scrapbook/History Project at Annual Conference in November	Governing Board
Review, update, and vote on revisions to By-laws as needed	Governing Board/Members
Review guidelines of each SECDEA Committee as needed	Governing Board
Review Standing Committees	Governing Board
Provide updated Board Member Handbook materials when avail.	Planning Committee
Provide training for <i>all</i> District Employees at Annual Conference	Governing Board
Contact Member Association President to make arrangements for SECDEA Mid-Year meeting	Vice President
Publish Newsletter	Newsletter Editor
Update Website	Website Coord., Governing Board, Committee Chairs

December 2024

Plan	Party Responsible
Upload all documents to google drive and publicize all minutes and financial information	President or appointee(s)
Tax Filing	Treasurer

December 2024 Cont.

Review all committees and appoint new chairs & members to take effect after officer roles officially change	President Elect, Vice President Elect as per Governing Handbook
Update Website	Website Coord., Governing Board, Committee Chairs

Annually

Plan	Party Responsible
Attend one (1) State DEA event to promote SECDEA and to foster relations between SECDEA & State Member Associations	President, if available, as requested by Member Association Presidents.
Promote membership with non-active Member Associations and territories: Georgia, Puerto Rico & Virgin Islands	Governing Board
Encourage individual membership in each Member Association	Governing Board
Encourage all Member Associations to attend Annual Conference in Pigeon Forge by letter or email	Governing Board
Promote SECDEA by adding website address on all documents	Governing Board
Gather information, develop and distribute newsletter in a timely manner	Newsletter Editor
Promote the roles of the Districts and District Employees at all opportunities	President Members
Keep SECDEA Website current: https://www.secdea.net	Website Coordinator
Promote communication system between State District Employee Associations in the Southeast Region	Governing Board
Gather pictures & articles to develop historical scrapbook	Scrapbook/History Committee
Send cards/flowers as needed for SECDEA member during illness/death	Board Members
Distribute Benevolence Funds to qualifying individuals, as requested & when available	Benevolence Committee
Encourage Friends of Conservation Membership in support of the Benevolence Fund	Benevolence Committee
Update information for Benevolence Fund materials for website	Benevolence Committee
Search for available grants & write grants	Grants Committee
E-mail Member Association Presidents updates on SECDEA activities	President
Seek sponsorship opportunities and maintain these partnerships to sustain the objectives of the SECDEA mission.	Governing Board