

AAIA Supplement to Executive Plan - Planning the way forward 2020 onwards

1. Succession planning				
Objective	Action	Those responsible/ resources required	Progress	Intended outcomes By when?
Potential future Exec members identified and mentored	<ul style="list-style-type: none"> • President explains the crisis situation to members, appeals to them to volunteer • Regional reps reinforce the appeal to their members • Regional deputies invited to Exec meetings on a rota • Existing regional and school reps. wishing to shadow officers are included on rotas 	<ul style="list-style-type: none"> • President • Regional reps. • President and Secretary (rotas) • Exec. members and officers • Treasurer: Travel expenses/ cover costs 		<p>Members understand the gravity of the situation. <i>September 2020</i></p> <p>Volunteers carefully prepared and supported. <i>Autumn 2020 - Autumn 2021</i></p> <p>Retiring Exec members replaced <i>Autumn 2021</i></p>
2. Executive support for regions				
Objective	Action	Those responsible/ resources required	Progress	Intended outcomes By when?
Regions are supported, especially those with new regional reps	<ul style="list-style-type: none"> • Dates, venues for and details of future meetings sent to the President; timetable drawn up, shared and agreed with Communications Officer • Exec members choose meetings to attend, agree dates with regional reps. • Regional reps. share approaches to attract and 	<ul style="list-style-type: none"> • Regional reps, President • Communications Officer • All Exec. members • Treasurer: Travelling expenses • Regional reps. 		<p>Regional reps. respond before September 2020 (even if some details are incomplete) All regional reps feel supported. <i>September 2020 – end of Spring Term 2021 (possibly Summer Term 2021 as well)</i> Exchange of approaches helps to increase membership.</p>

	<p>engage members, and do all they can ensure maximum impact</p> <ul style="list-style-type: none"> • Regional plans are submitted to the Secretary before the autumn term, financial aspects checked and plans are published on the website • Regional plans reflect and reaffirm AAIA's aim and objectives as laid out in the Constitution • Regional reps. and members make good use of the postcard – sized advertising material 	<ul style="list-style-type: none"> • Secretary • Regional reps • Treasurer • Communications Officer • Regional reps. • Regional reps. • Members 		<p>Content of regional plans helps to attract new members <i>September 2020</i></p> <p>Regions work using their established patterns but the core aim and objectives of AAIA are discernible features of every meeting, i.e. agendas are balanced with no over emphasis on summative or formative aspects of assessment. <i>September 2020 onwards</i></p> <p>Advertising material helps to explain the benefits of AAIA membership and attracts new members. <i>September 2020</i></p>
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3. Communications				
Developing further content on both website and social media.				
Objective	Action	Those responsible/ resources required	Progress	Intended outcomes
Convene sub-committee	Produce sub-committee remit; approach potential members (Janice Gibson, Sarah Savage, Jacky Welton and Ben Fuller) and agree participation	Communications Officer	Draft remit produced; all suggested committee members approached and involvement agreed	Remit agreed and sub-committee in place – September 2020
Develop website content	Consider projected costs and financial implications	Communications Officer, Sub – group, Treasurer		
	Review content and identify ways in which - current content could be developed; terminology updated - scope of site could be extended (e.g. through inclusion of curriculum or well-being materials)	Communications Officer; sub-committee		Review completed and content updated/developed – December 2020
	Generate new content through - regional groups (if possible) - commissioning of material if appropriate	Communications Officer; sub-committee; members. Treasurer		New content in development – timescale dependent on what is being developed
Develop social media presence	Review content and identify - aims/purposes of Twitter and Facebook presence - ways in which content can be	Communications Officer; sub-committee		Twitter and Facebook pages revised/updated - December 2020

Develop proposal for site as possible virtual core of association (virtual AAIA)	coordinated with website content Produce proposal for website as the core of a possible virtual AAIA of the future	Communications Officer; sub-Committee. Treasurer, Executive		Proposal presented to AAIA Executive - December 2020
4. Conference 2021 conference - initial planning				
Objective	Action	Those responsible/ resources required	Progress	Intended outcomes
Pre conference venue and contracts negotiated. Conference has a suitable theme and title. Appropriate speakers identified and secured. A programme is constructed. Conference dates and title published Tickets made available for members on the	Hotel and AV initial support contracts agreed and signed on AAIA's behalf. • Plan the theme, identify a title and key speakers. Decision made about whether or not to retain an 'open' one day event. • Team members volunteer to secure speakers and liaise with them • Programme drafted • Members alerted to dates and title via website and regional meetings • Website prepared to process applications.	• Treasurer & KR • Treasurer • Conference Team i.e. Angela, Jenny, Liz, Debbie, Mike, Keith • Conference Team • Conference team • Conference team, Communications Officer Regional Reps. • Communications Officer and Membership	• Deposits paid. • Virtual meeting planned for August. • Theme and title agreed. • Decision made about one day event • Team members volunteer to secure and liaise with speakers.	Venue and support secured. Theme and title agreed. Decision made about the day event. <i>August 2020</i> Speakers secured <i>Autumn 2020</i> Programme ready. <i>Autumn 2020</i> Main details published on the website <i>September/October 2020</i> Applications being processed <i>January 2021 onwards</i>

website		Secretary with Treasurer		Adjustments operate smoothly and do not create an excessive workload for the Membership Secretary
		<ul style="list-style-type: none"> Finance for adjustments to website to allow for a one day option for members at conference 		

5. Finance

Objective	Action	Those responsible/ resources required	Progress	Intended outcomes <i>N.B. Timescales to be agreed with the group.</i>
Finance for this plan and all AAIA's activities are carefully monitored. All significant expenditure is sanctioned before going ahead.	Treasurer's Reports and accounts presented at Executive meetings and any Executive member financial queries responded to with clarity and precision.	<ul style="list-style-type: none"> Treasurer, with Financial Sub - Committee: [Mike, Liz, Ben and Jenny] plus Full Executive as appropriate 	Accounts and reports presented regularly. 'Shadowing' of Treasurer role agreed in principle.	Regular and ongoing transparent financial management Potential new Treasurer from 2021
Income level monitored and reserves pruned to an acceptable level.	Accounts mirror 'Not for profit' financial profile of the Association	As above	Awaiting response from HMRC re clarification of Association's tax position	No requirement to pay any corporation tax
Annual Audit as per constitution	Annual audit held – September/October.	<ul style="list-style-type: none"> Treasurer and Auditor. May be some 'shadowing' this coming financial 	Arranged for September 2020.	Reported back in AGM business for ALL members.

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