Virtual Community Annual Operating Plan Template

Feel free to use this template to help you plan activities for the upcoming year. Operating plans are due to society by August 15 each year. Community program year runs July 1st – June 30th

Community Name:

Community Year:

Goals for this community year: (include 1-3 goals – select/edit/include your community goals). Ideas:

* Conduct a virtual learning session
* Recognize members
* Contact new members
* Contact lost members for input
* Regular posting in the Online Community

|  |  |
| --- | --- |
| **Goal 1** |  |
| **Goal 2** |  |
| **Goal 3** |  |

**What activities will your community offer/participate in for this** **year: \_\_\_\_\_\_\_\_**

**Reporting Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective** | **Action Item** | **Due Date** | **Owner** | **Status** |
| Complete and submit annual reports and other maintenance requirements in SOG 10.2. Key dates located in [Community Leader Resources](https://www.assp.org/community-leader-resources). | Annual Operating Plan | August 15 |  |  |
| Submit Succession Plan | August 15 |  |  |
| Advisory committee Roster | May 31 |  |  |
| Annual Report | June 30 |  |  |

**Community Member Engagement & Communications**

| **Objective** | **Action Item** | **Due Date** | **Owner** | **Status** |
| --- | --- | --- | --- | --- |
| Offer a minimum of 1 accessible, virtual education session that has clear objectives, are evaluated, and facilitate members achieving at least 1 of the following:   * Take advantage of career / personal opportunities * Develop leadership skills * Attain certifications & CEUs * Expand local network of safety professionals   Expand technical knowledge |  |  |  |  |
| Engage members  (ex: List things your community will do this year to engage new members & how often. Ideas include contacting new members; inviting new members to get more involved; welcome them in the online community.) |  |  |  |  |
| Recognize members for their service to your community or ASSP, or within their professional work contributions– (ex: Publish on Community Page; announce during advisory committee meeting; ASSP long service certificates available in October.) |  |  |  |  |
| Communicate timely and relevant communications to members (ex: Social media; online community page; Administrator messages) |  |  |  |  |
| Other |  |  |  |  |

**Leadership & Leadership Training**

| **Objective** | **Action Item** | **Due Date** | **Owner** | **Status** |
| --- | --- | --- | --- | --- |
| Ensure leaders participate in leadership training (ex. attend Leadership Conference; take online trainings from ASSP; take additional trainings) |  |  |  |  |
| Provide transition activities for incoming leaders (ex. transition meetings; best practices sharing) |  |  |  |  |
| Leverage succession planning practices (ex. planned discussions during advisory committee calls; small-scale volunteer opportunities; training for potential officers) |  |  |  |  |
| Other |  |  |  |  |