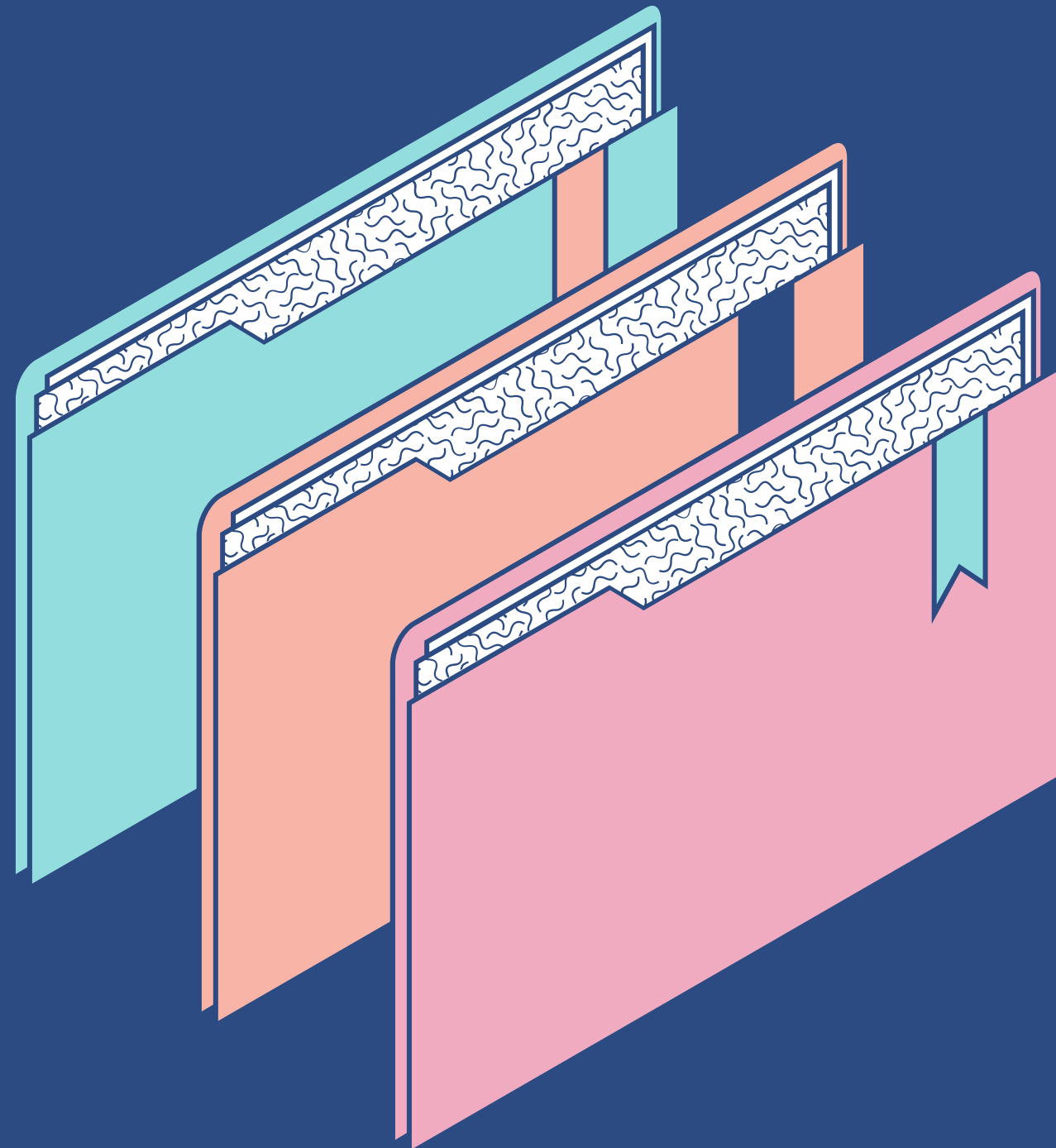


LEADERSHIP ASSEMBLY - MAY 2022

COMMITTEE & COUNCIL TRAINING

ASSOCIATION OF CALIFORNIA
SCHOOL ADMINISTRATORS





Agenda

KEY TOPICS DISCUSSED IN THIS PRESENTATION

- Welcome & Introductions
- Overview of committees & councils
- Council President & Committee Chair responsibilities
- Meeting Logistics
- Setting Goals
- Best Practices

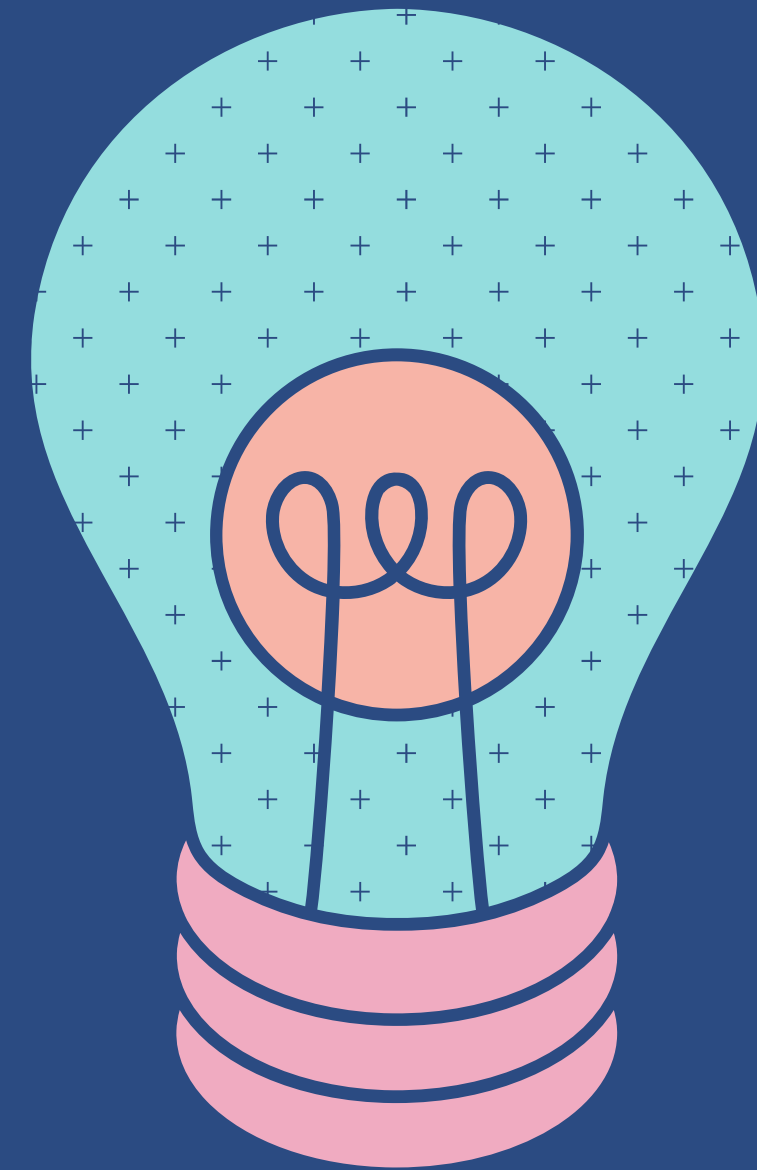


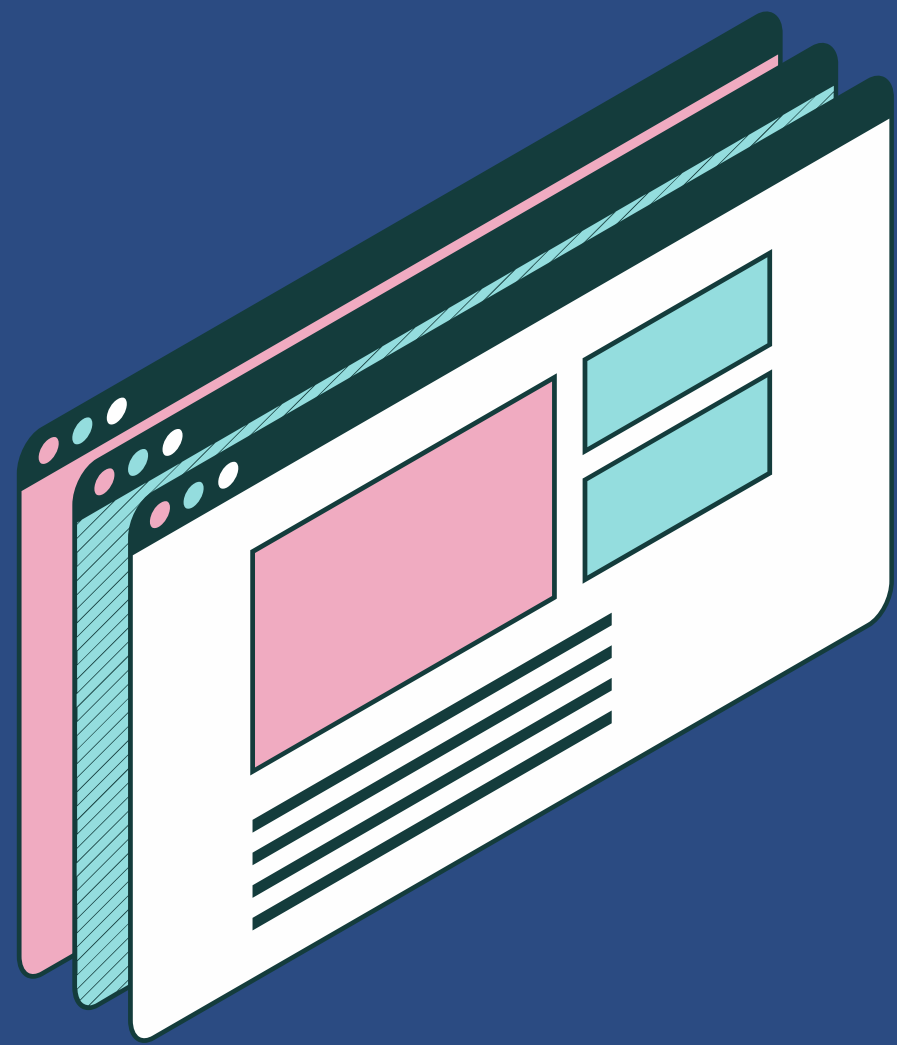
Welcome & Introductions

- Tracy Robinson Ed.D. - Senior Director of Educational Services & Lori Allred - Executive Associate
- Committees & Councils Present Today
- Pair share
- What is one thing you are excited about for your council/committee this year?

WHY DO WE HAVE COUNCILS AND COMMITTEES?

A council/committee brings communities and districts closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, network, and bring ACSA Members into the decision-making process.



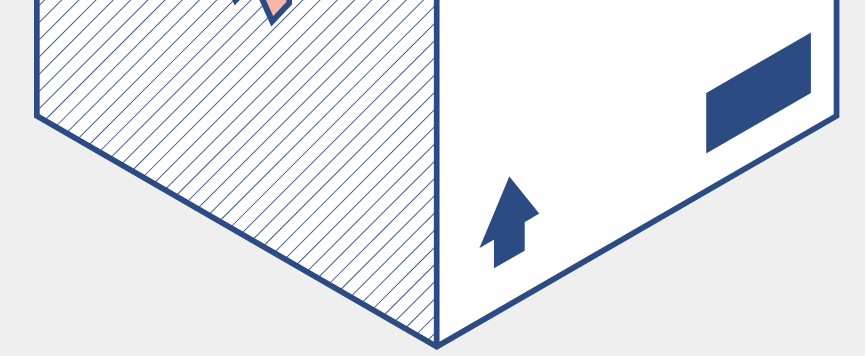
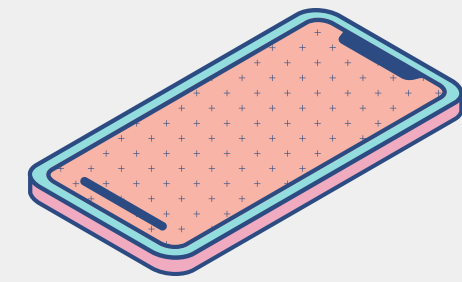
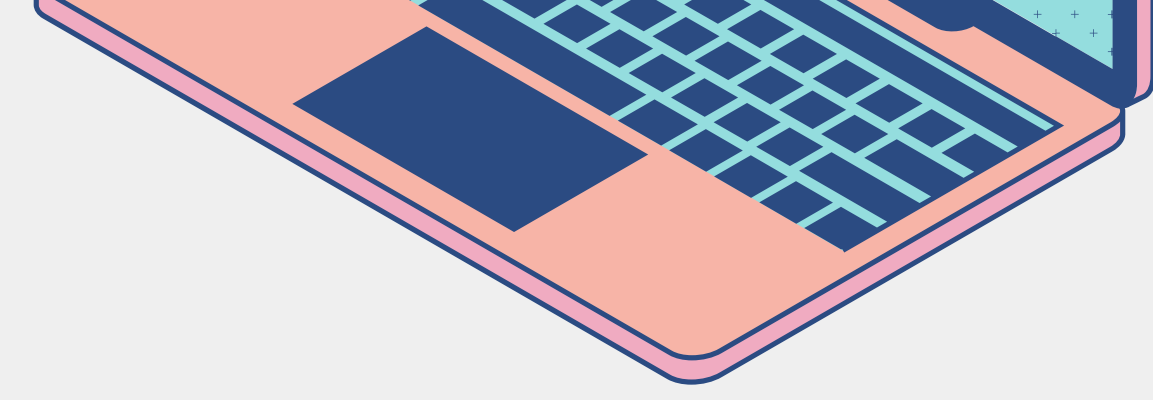
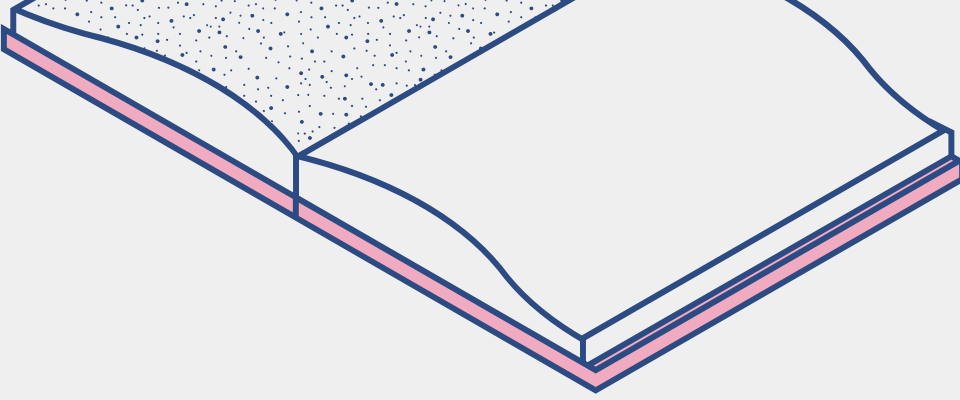


Committee/council work serves two purposes within ACSA:

- Expertise
- Networking

Committees/councils respond to and develop activities and resources related to board adopted issues and ACSA's mission and vision, and they also act on issues specific to and identified by the committee/council itself.





COMMITTEE

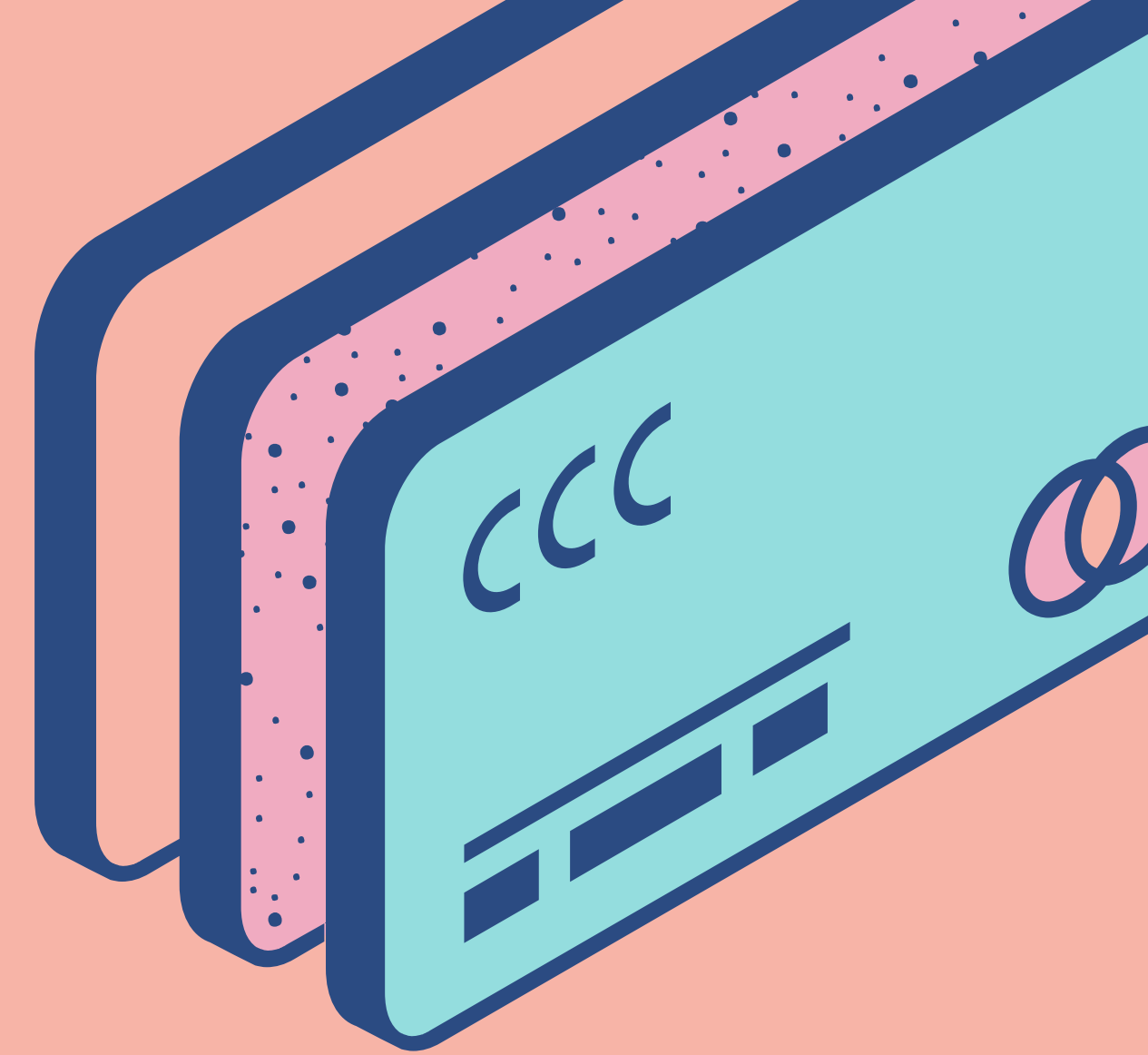
- Committees are comprised of an appointed Chair and members that may or may not represent every region.
- Formation of a committee is based on a common interest or goal, rather than a job-a-like.

COUNCIL

- Council membership is comprised of an elected President and a member from each Region, all of whom hold positions related to a specific job-a-like and are made of members from each region aligned with a job-a-like category.
- Councils develop Bylaws and operating rules which are approved by the board of directors.

RESPONSIBILITIES

COUNCIL PRESIDENTS
COMMITTEE CHAIRS



Leadership

Guide the committee/council in developing and fulfilling its charge

Logistics

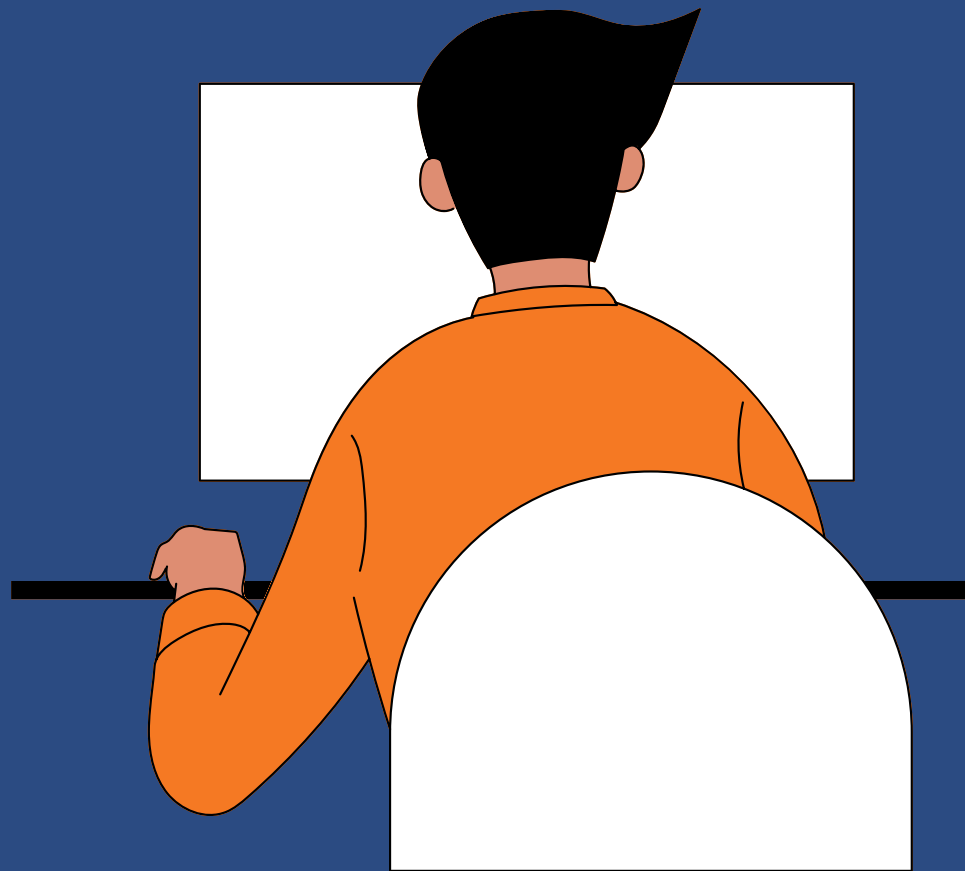
Planning and conducting meetings of the state committee/council

Goal Setting

Develop and formulate goals for the committee/council that align with ACSA's strategic plan

FULL LIST OF RESPONSIBILITIES LISTED IN LEADERSHIP MANUAL

Meeting Logistics



Visit [ACSA Website](#) for
Resources

Setting Agendas

Agendas should include:

- Region report check ins
- Professional Development Activity
- Board liaison report
- Committee liaison report(s)
- GR Updates
- Previous meeting minutes

Sample Agenda

Provided in resources

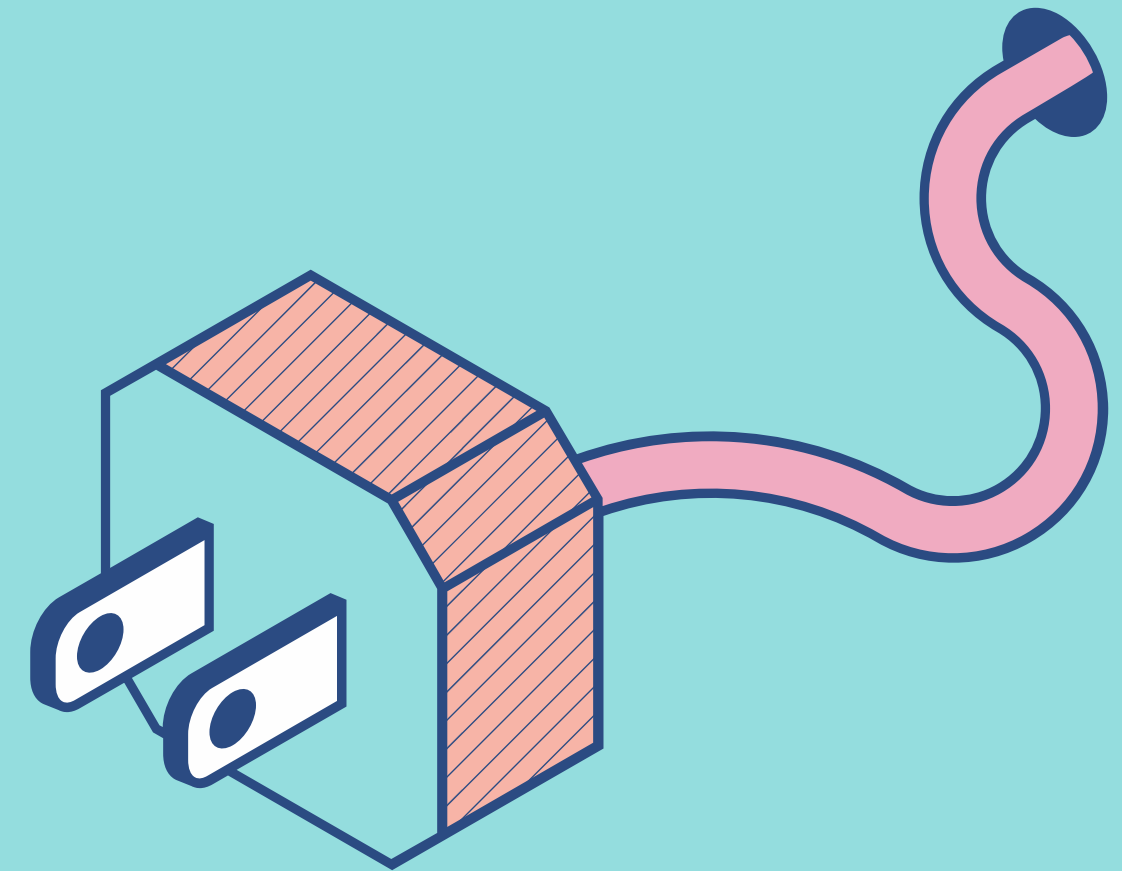
Staff Support

Staff liaisons are available to schedule virtual/in-person meetings and set agenda topics with you

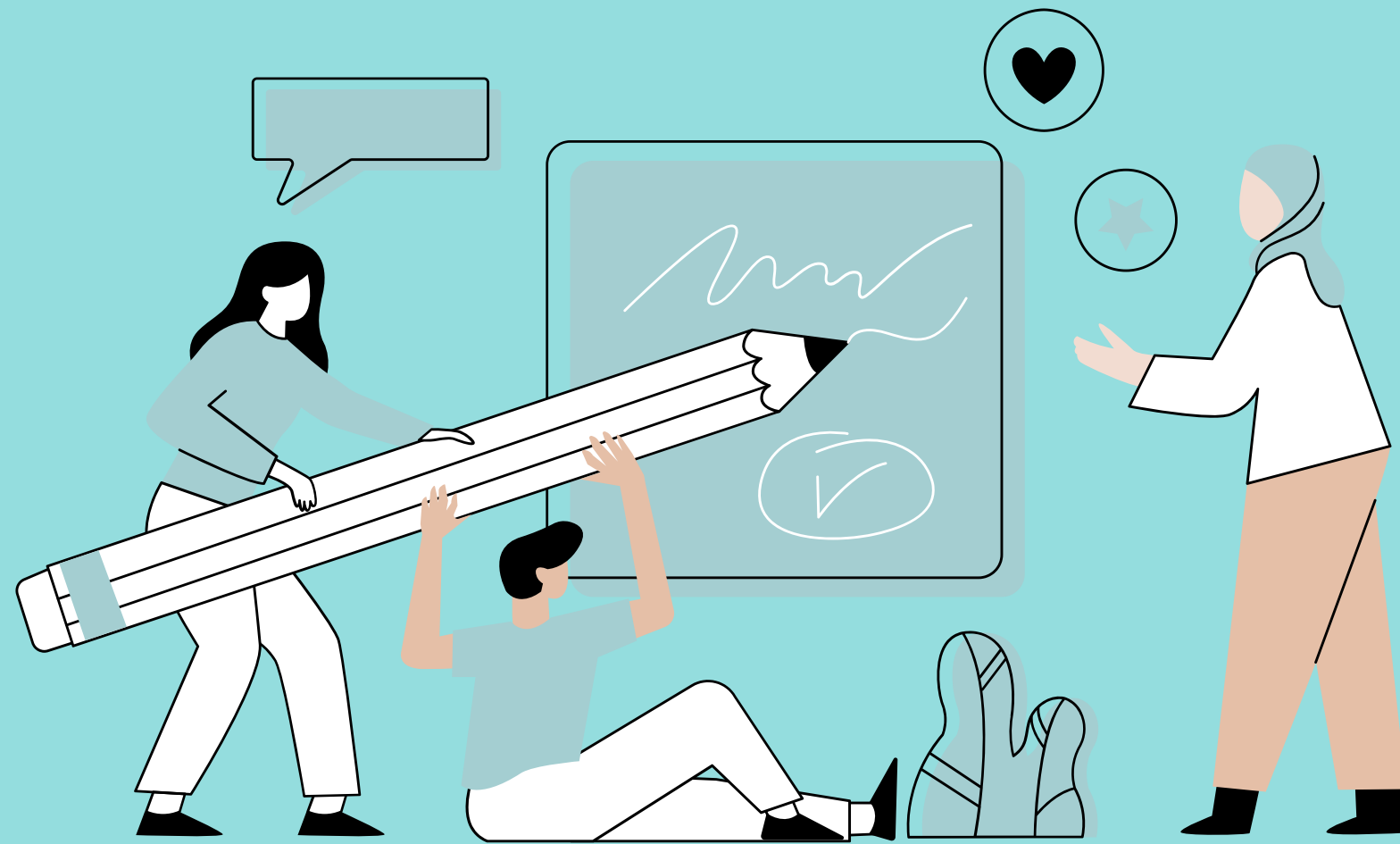
- Travel reimbursement forms
- Sharing agenda and calendar items
- Coordinating with GR team

Committee & Council Goal Setting

1. Discuss Annual Planning Cycle for State Committees and Councils
2. Review ACSA's Strategic Plan
3. Formulate Group's Annual Plan



Annual Planning Cycle for State Committees & Councils



Formulate Plan at Beginning of the Year for Board Consideration (Annual Planning Template due October 1 each year):

- Purpose
- Annual Goals
- Planned Events, Activities, and Meetings
- Evaluation Methods

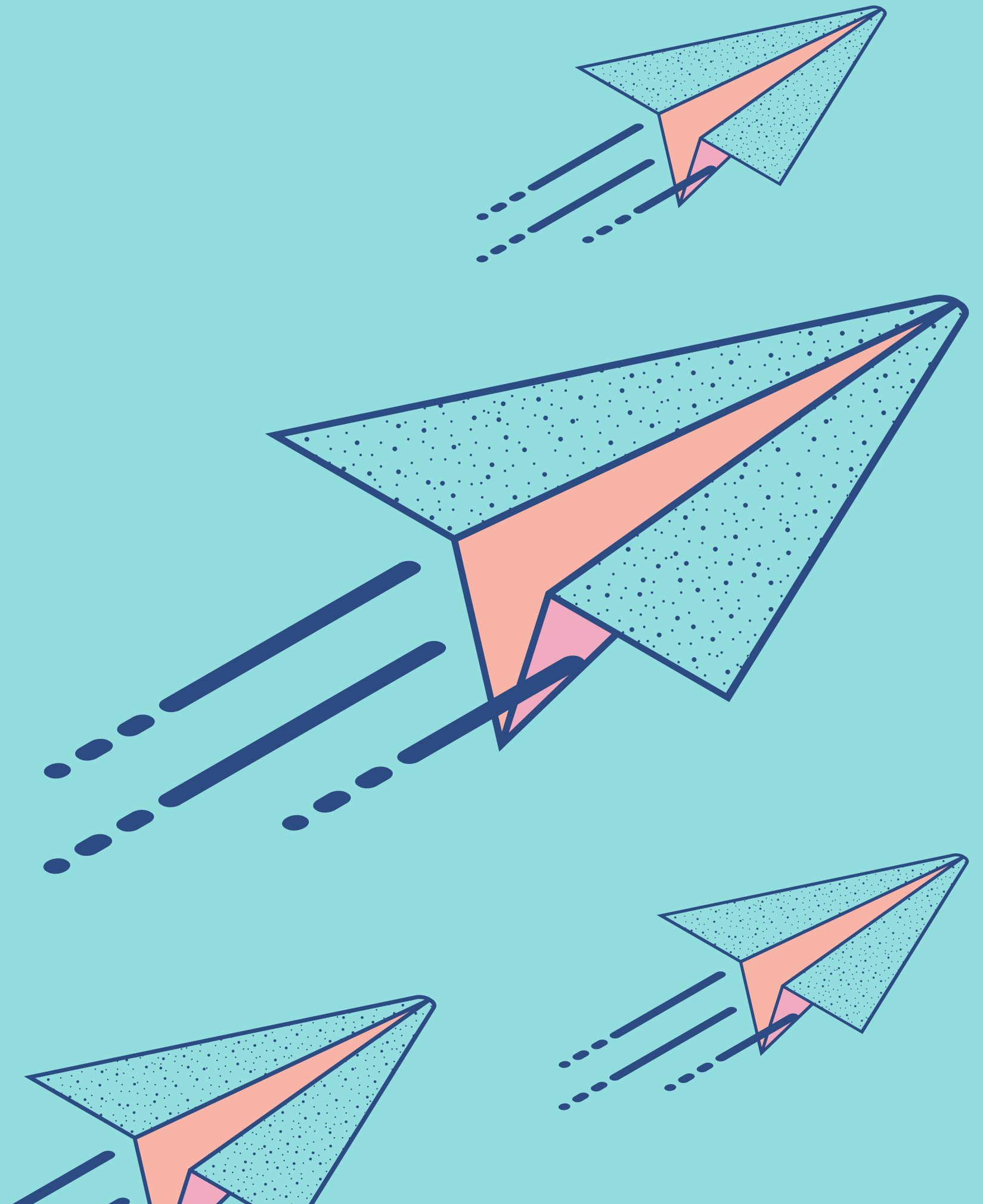
Submit Report at Conclusion of the Year (Annual Reporting Template due August 31 each year):

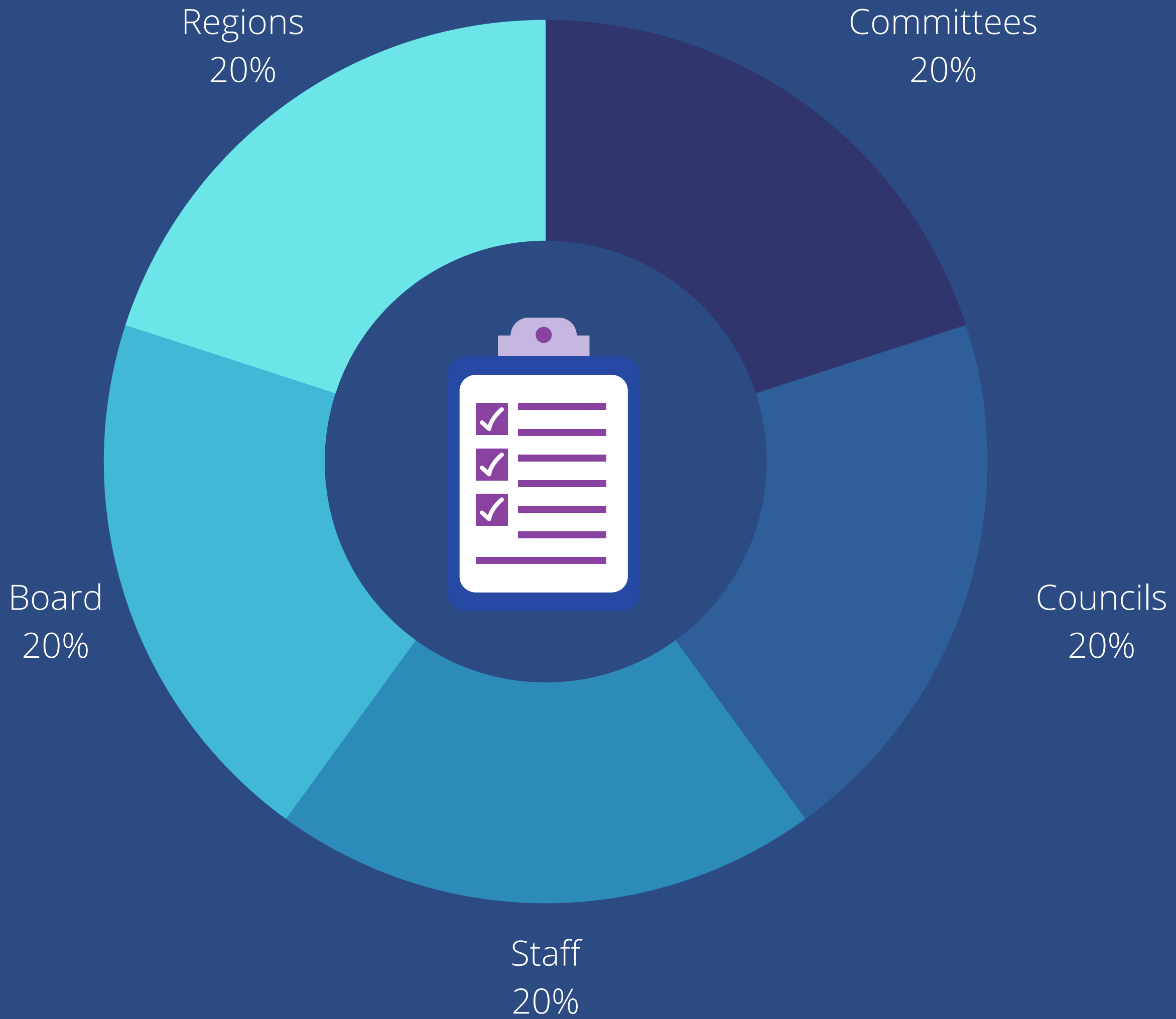
- How well were annual goals met?
- What events, activities, and meetings were held and what were the results?
- What was learned through evaluation and how will it impact future planning?

What is a strategic plan?

A Governance and Management tool that provides a common sense of ...

- Focus
- Direction
- Priority
- Use of Resources







Overview of Plan Structure

SECTION ONE: THE ACSA STRATEGIC FRAMEWORK

- Why do we exist? (mission)
- What do we believe in/stand for? (values)
- What difference will we make? (impact)
- Where are we going? (long-term goals)



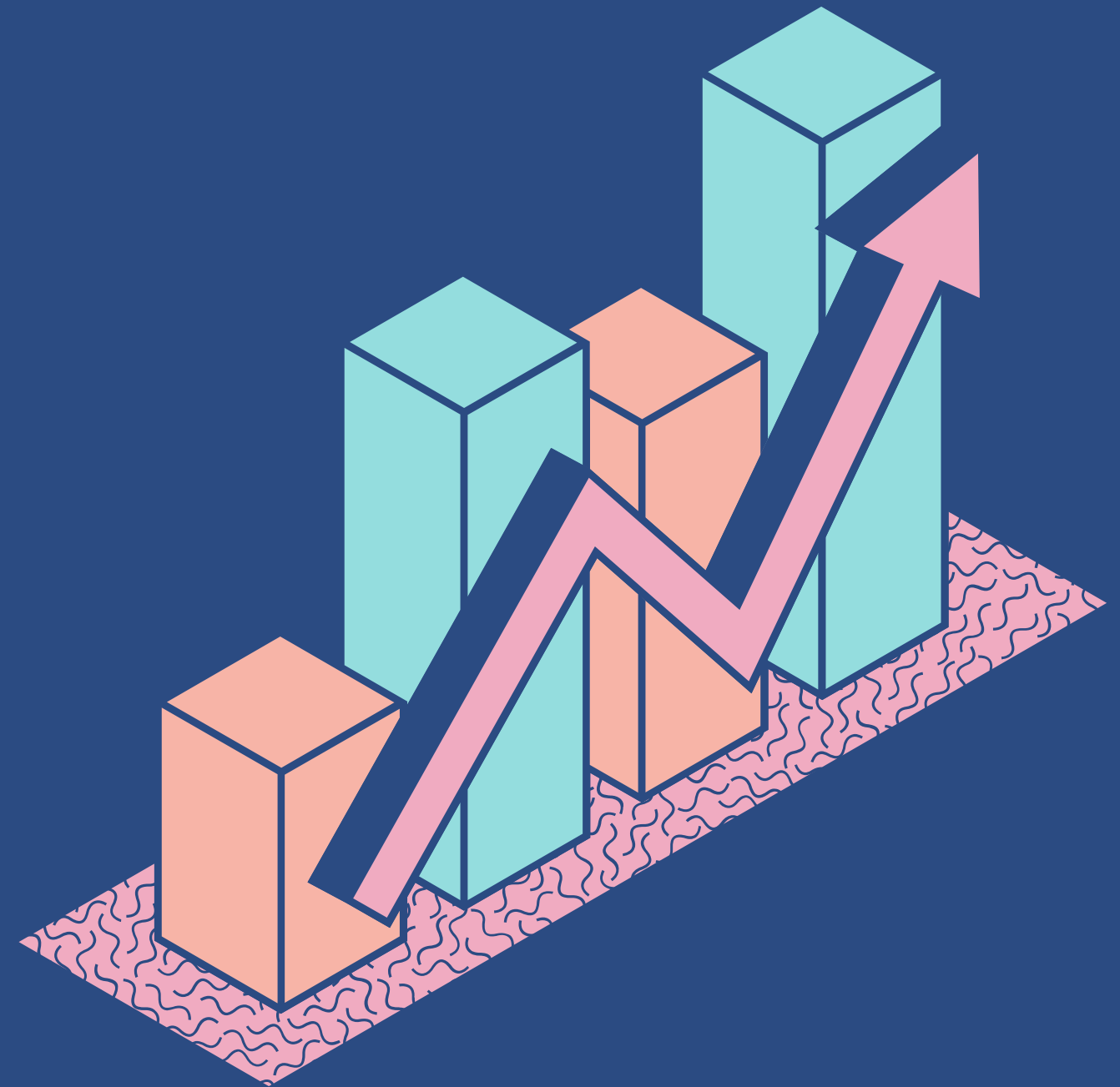
Mission Statement

ACSA is the driving force for an equitable, world-class education system, and the development and support of inspired educational leaders who meet the diverse needs of all California students.

Overview of Plan Structure

Section Two: The ACSA Strategic Plan: Our Focus for 2022-2025

- What major issues do we need to address to pursue our long-term goals in this planning cycle? (strategic issues)
- What results will we produce? (objectives)
- What measurable progress will we make? (milestones)



Overview of Plan Structure

Three Key Result Areas

Membership Development & Support

- Leadership Development
- Professional Development - Content
- Professional Development - Delivery/Reinforcement
- Professional Practice Resources
- Member Networking and Collaboration
- District/County/School/Site Support Services

Advocacy & Influence

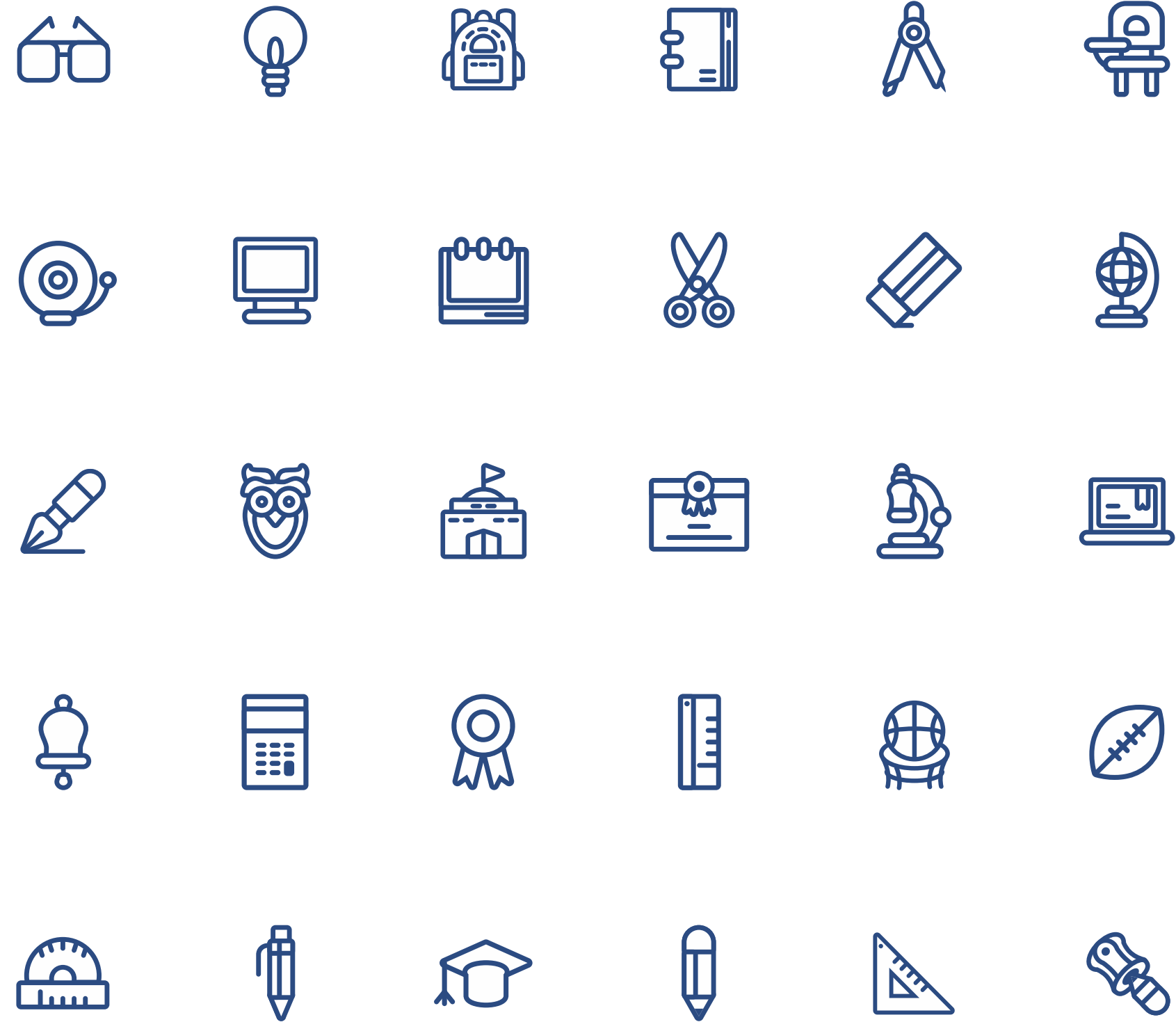
- ACSA in a Leadership Role
- Grassroots Advocacy and Influence
- Media Relations

Org. Development & Sustainability

- Organizational Alignment and Accountability
- Member Outreach and Engagement
- Member Communication
- Sustainability

Overview of Major Themes in the Plan

- Personalized, accessible learning, development and engagement opportunities
- Connectedness, collaboration (between individuals, organizations)
- Pro-active leadership (shaping vs. reacting)
- Local impact, value of ACSA
- Shared responsibility





Overview of Major Themes in the Plan

- Personalized, accessible learning, development and engagement opportunities
- Connectedness, collaboration (between individuals, organizations)
- Pro-active leadership (shaping vs. reacting)
- Local impact, value of ACSA
- Shared responsibility

Implementation Phase

- Action Steps for Milestones
- “Workshop” the Plan with Member Leaders at all levels
- Communication and Collaboration with Stakeholders
- Work the Action Steps to Realize Milestones
- Monitor and Measure Progress



Overview of Plan Structure

Three Key Result Areas

First and Second-Year Focus Milestones by Strategic Issue/Key Result Area

Membership Development & Support

- Leadership Development
 - Milestones A, B, C, D
- Professional Development - Content
 - Milestone E
- Professional Development - Delivery/Reinforcement
 - Milestone H, I, J
- Professional Practice Resources
 - Milestones, K, L
- Member Networking and Collaboration
 - Milestone M
- District/County/School/Site Support Services
 - Milestone N

Advocacy & Influence

- ACSA in a Leadership Role
 - Milestones P, R
- Grassroots Advocacy and Influence
 - Milestones S, T, U
- Media Relations
 - Milestone W

Org. Development & Sustainability

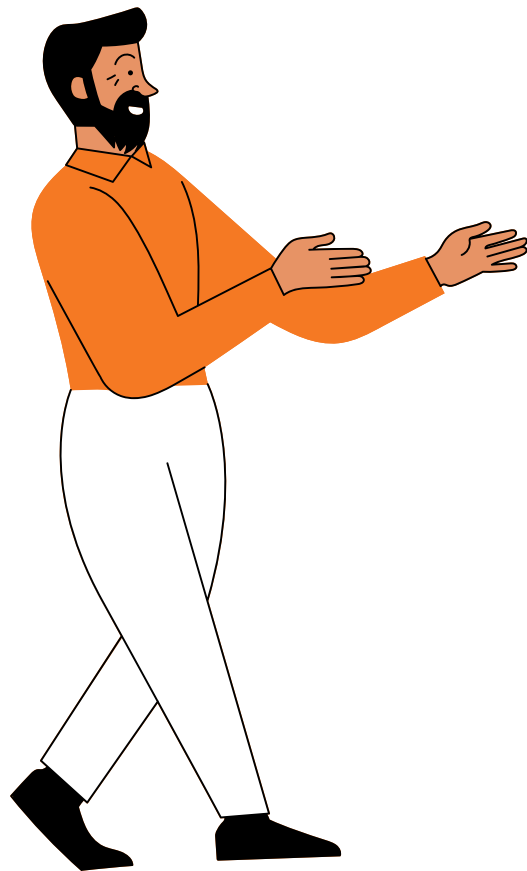
- Organizational Alignment and Accountability
 - Milestones Y, Z, AA
- Member Outreach and Engagement
 - Milestones CC, EE
- Member Communication
 - Milestones GG, HH, II
- Sustainability
 - Milestones JJ



Formulate the Group's Annual Plan

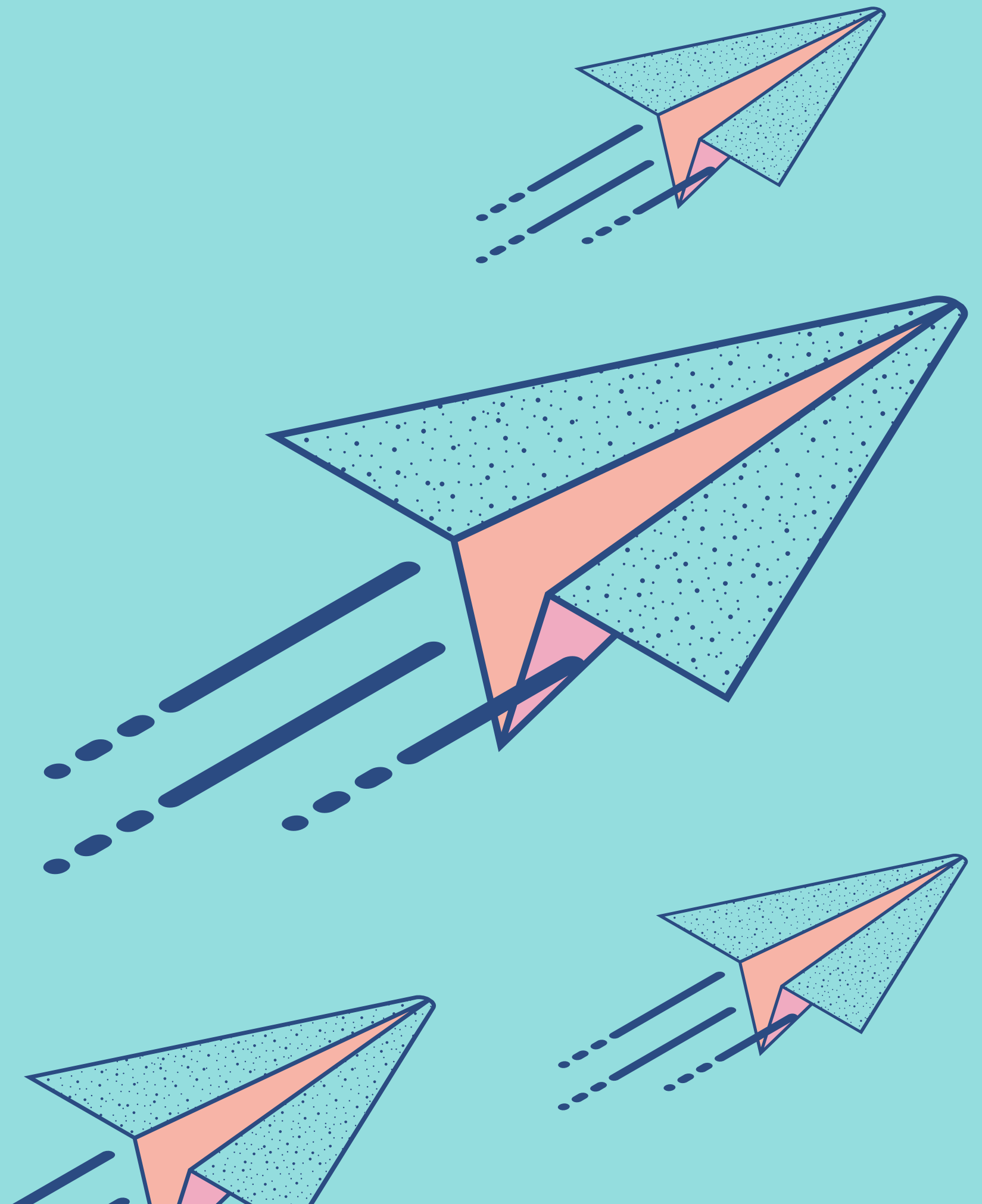


- Review Purpose Statement and Propose Changes if Needed
- Clarify Goals and Objectives for the Year
- Decide on Events, Activities, and Meetings
- Define Evaluation Methods
- Assure the Group's Work Supports the Strategic Plan
 - Identify Milestones that Dovetail with Goals and Objectives
 - Decide How the Group can Support these Milestones



Next Steps for Committees and Councils

- Submit your Annual Planning Template by October 1
- Maximize Opportunities to Coordinate with Other ACSA Groups
- Carry out Work to Support Milestones & Other Goals/Objectives
- Complete your Annual Reporting Template by August 31



n. 'human capital'



intangible collective resources possessed by individuals and groups within a given population. These resources include all the knowledge, talents, skills, abilities, experience, intelligence, training, judgment, and wisdom possessed individually and collectively, the cumulative total of which represents a form of wealth available to nations and organizations to accomplish their goals.

Source: www.britannica.com/topic/human-capital

Best Practices

01

Relevant
professional
development
during
meetings

02

Virtual
agendas -
updated in
real time

03

Check In
Meetings - in
between
actual
meetings

04

Prepare
insight to GR
team



Thank you for all you do to harness ACSA's incredible human capital!