

Administrative Skills Development

Committee Responsibilities: The goal of this committee is to develop programs to improve and enhance the administrative skills of all FACAA members regardless of degree of administrative responsibilities. Programs and presentations could be developed on topics such as:

- ✦ Working with local governments
- ✦ Working with state governments
- ✦ General office administration
- ✦ Budgetary skills
- ✦ Personnel management and evaluation
- ✦ Administering volunteers
- ✦ Developing job descriptions
- ✦ Grant writing

Monthly Duties:

October – November: Welcome committee members and outline expected duties and timeframe.

December: Mail professional improvement program reminders to members. Identify subject matter groups that can develop: tours, demonstrations exchanges, seminars, or discussion groups to meet member needs. Request at least one entry per county. Target at least one subject matter group activity.

January: Make sure all program materials are distributed to each member. Begin determining who will serve as State judges. Request at least one entry per county.

February: Notify members to remind them of entry deadlines (March 15) for Professional Improvement programs. Develop network list for non-contest professional improvement opportunities. Make sure members know about tours, discussion groups, field days, etc. that will occur within each subject matter area.

March - April: Collect professional improvement program entries (March 15 deadline) and rank State winners. Report of Committee Activity and winning entries should be submitted to the Vice-Chair for the National Administrative Skills Committee no later than April 15.

Be sure entries are in compliance with all rules and regulations. Check to be sure entries are made by members in good standing of the FACAA and check with the NACAA Treasurer to verify that winners are members of NACAA.

Write State winners and extend congratulations. Arrange for local and/or statewide publicity. Your Vice-Chair (National Committee) can help determine when this publicity release would be appropriate. Write State judges expressing appreciation for their time and service.

Entries not forwarded to the National Vice-Chair should be returned to members. Express appreciation for their effort in developing the entry and encourage agents to submit an entry another year.

May: Notify National Committee Vice-Chair of outstanding professional improvement programs that might be included in a Future AM/PIC program agenda.

June: State Committee Chair should plan to attend the AM/PIC. If there will a new State Chair next year, notify them of the importance of attending the AM/PIC as well.

July: Submit committee report to Chair of FACAA Annual Report.

August:

September:

Important Deadlines:

- ✦ March 15 - Deadline for entries for Professional Improvement programs.
- ✦ April 15 - Deadline for Report of Committee Activity and winning entries to be submitted to the Vice-Chair for the National Administrative Skills Committee.
- ✦ July - Submit committee report for FACAA Annual Report.

Awards and Plaque Information: