

3. Operational Plan

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**2018-2019 Operation Plan and Outcomes**

<b>AFC Goals/Value Statement</b>	<b>Unit Objective</b>	<b>Unit Activities</b>	<b>Person Responsible</b>	<b>Dates</b>	<b>Measure of Success</b>	<b>Results</b>
1,2,3,4,5,7,8,9	Review and update LRC bylaws	Review bylaws annually; add appointed positions; add/revise statements as necessary	Chair makes preliminary edits, highlighted for membership to approve.	Edits by Oct. 1, confirmed at Annual Convention	Bylaws are approved at LRC Business meeting at annual convention.	
1,3,5,6,7,9	Maintain slate of LRC officers; update procedures as needed	Elect officers. Submit officer information to AFC for inclusion in AFC Leadership manual and AFC website. Notify AFC of any procedural changes requiring inclusion in AFC Leadership Manual	Chair and Membership elects officers	Nov. 30	Full slate of officers and AFC is informed for the Leadership conference and manual	
1,5,6,7,9	Award an exemplary practice award annually for library services and library support services	Submit a call for nominations through AFC email blast. Submit call for judging committee through email. Review applications, select winners.	Chair, Judging Committee and board of officers	Set dates for virtual conference and deadlines for Exemplary Practices Jan. 30; Call for nominations by Feb. 28; Select winners by May 30	Judges are in place to select winners based on set criteria, winners are notified and posted on the webpage. Winners set to present at conference.	
2, 4, 6	Increase public awareness of the mission, purpose, and accomplishments of the Florida College System	Present accomplishments of AFC LRC members to state and national professional audiences. Urge past and future exemplary practice nominees and winners to present at state and national conferences, meetings, and other developmental opportunities. This will emphasize the innovative practices of the AFC LRC membership.	Vice Chair	5/1/2018	Number of submissions to present/ number of presentations accepted.	
1, 2, 3, 5, 6	Develop and support professional development, education, and leadership opportunities for the Association's members	Host a Virtual Conference to highlight accomplishments and exemplary practices of the Learning Resources members, provide professional development opportunities, and promote cooperative problem solving and resource sharing. Organize conference date, time, and infrastructure; send out call for submissions, promote conference through AFC and other platforms.	LRC Chair, LRC Chair Elect, LRC Secretary Web Master	Set dates for virtual conference Jan. 30; publicize by Feb. 28, host by Apr. 30	Attendance data, post conference survey	
1, 3, 4, 6	Support local organizations through service projects	Publicize Virtual Conference Service Project; offer ways for all individuals to take part; collect data on service project; participate in hosting region service project	LRC Chair, LRC Chair Elect, LRC Secretary Web Master	Publicize by Feb. 28, collect data by May 30	Data on Service project participation for virtual conference and hosting region conference	