

NAMSS OPERATIONAL PLAN

NAMSS thrives to deliver ...

Aim 1: To develop and implement strategies for enhancing the support NAMSS offers to managers of student services.

i. The Executive will:

- Organise an annual conference.
- Organise one or more 'mini' conferences on current issues, according to the perceived interest of the membership.
- Support the maintenance and updating of the website, which will enable effective communication with the membership, contain information and advice and streamline administrative procedures.
- Monitor the JISC mail support service to members.
- Engage consultancy services as and when appropriate to assist them in the execution of their duties.

ii. The Treasurer will:

- Ensure that a budget is produced to allow the Executive to carry out its duties.

Aim 2: To Develop and implement strategies to support regional activity.

i. The Executive will:

- Support the Regional Groups' Co-ordinator in the maintenance of a strong regional meetings network.
- Review the structure & funding of Regional Groups to try to ensure that they meet the current needs of the membership

ii. The Treasurer will:

- Produce a budget which allocates sufficient funds to promote regional group meetings.
- Identify a sum of money that will be used to provide support for specific regional conferences.

Aim 3: To develop and strengthen alliances with appropriate Government bodies and other organisations.

- The Executive will identify the key issues affecting members and attend any relevant meetings, as deemed appropriate.
- Include the reporting back on meetings attended at each meeting of the executive.

Aim 4: To review and develop the management of the Association's resources and procedures, to ensure that mode of operation is in line with the Charity Commission and financial regulation guidelines as well as providing value for money for the membership.

i. The Executive will:

- Review the engagement of consultancy services on an annual basis
- Conduct an annual review of the role and remuneration for the Association's Administrator at the conference.
- Conduct an annual review of the constitution
- Conduct an annual review of the Strategic plan.
- Develop and implement an NAMSS Operational Duties & Annual Priorities Plan 2010/2011.

ii. The Treasurer will:

- Provide a monthly balance sheet to members of the Executive.
- Maintain financial accounts and their documentation in line with charitable status.
- Recommend to the Executive and subsequently to the Annual General Meeting, an appropriate auditor for the Association's accounts.

Aim 5: To develop strategies to enable NAMSS to influence policy and practice on issues relevant to its members.

i. The Executive will:

- Continue to work with the DfE, YPLA; BIS, AOC and other appropriate agencies
- Oversee responses to National consultations
- Maintain as high a profile as possible with National policy makers, to ensure that NAMSS is included in consultations whenever possible

Aim 6: To develop strategies to market and publicise the Association's activities.

The Executive will:

- Prioritise funds to maintain a high quality website for the promotion of the Association and the direct benefit of the membership.
- Review annually the range of memberships on offer and their uptake by organisations who provide support services to learners in post 16 education and training.
- Review the use of marketing materials to promote the name and work of NAMSS.

Aim 7: To ensure that communication with the membership is effective at determining the needs of the organisation.

i. The Executive will:

- Facilitate one or more mini conferences per year as appropriate.
- Monitor the use of JISC mail by members.
- Ensure that the membership is surveyed on key issues relating to NAMSS position on National consultations & policy implementation.
- Invite, receive and respond to feedback from regional groups.
- Use feedback from all conferences to maintain and improve the support provided to members.
- Ensure that the website continues to act as a valued resource and means of engaging with the membership.