

**Society of Ohio Archivists Strategic Plan
2018 - 2021**

Society of Ohio Archivists Guiding Principles

Mission

To improve the state of archives in Ohio by promoting the archival profession and providing professional development and networking opportunities for Ohio's professional and aspiring archivists.

Core Values

Education: The Society of Ohio Archivists strives to create and support continuing education, mentorship, and training opportunities for its members as well as those with basic archival education needs within the community.

Collegiality: Our organization fosters a spirit of camaraderie that accepts, welcomes, and includes a diverse membership from all areas of the archival community and provides them with supportive networking and fellowship opportunities.

Advocacy: SOA actively promotes and support the field of archives and the work of archivists and the value of the historical record.

Collaboration: SOA seeks and creates opportunities for partnerships with and between organizations and institutions for the betterment of the society and the profession.

Strategic Plan Section Definitions

Goals are broad statements of what the organization hopes to achieve and are qualitative in nature. Goals drive strategic planning preparation. Very often, goals give further definition to the organization's vision.

Objectives are the achievements that must be attained in order to meet the larger goal. They begin to break down the goals into particular points that can be measured.

Strategies describe the approach or method for attaining objectives. Strategies begin to answer the "how, who when" questions. Strategies describe an approach or method; they don't describe detailed activities – that's the work of tactics.

Tactics or tasks are specific activities that will be done in order to execute the strategies. As such, they are the "concrete" activities to be done to implement the strategies and achieve the goals. Tactics have due dates and people assigned to carry them out.

Goal 1: Internal Structure: The Society of Ohio Archivists will foster a seamless transition in the running of the organization.

Objective A: Define and document roles and responsibilities of the Society of Ohio Archivists including council positions, committees and their co-chairs.

Strategy 1: Gather any documentation already created that defines these roles.

Strategy 2: Have each council member and committee co-chair document what they understand their position to entail.

Strategy 3: Investigate and decide if Public Information Committee's name would be better served being changed to Marketing and Communications.

Objective B: Develop a policy and procedure handbook.

Strategy 1: Investigate and decide if committee co-chairs should be included in council communications and meetings.

Goal 2: Membership: The Society of Ohio Archivists will address membership and benefits offered to members.

Objective A: Explore the possibility of creating a mentorship program.

Strategy 1: Investigate and gather examples of other organization's mentorship programs.

Strategy 2: Evaluate proposed mentorship program and update strategies regarding implementation if approved.

Objective B: Create a member benefits package.

Strategy 1: Investigate and determine what the current membership dues are used for. (Due August 2019, Treasurer/Council, lead)

Strategy 2: Create a list of membership benefits. (Due August 2019, Council and Membership Committee, lead)

Strategy 3: Investigate and determine what additional benefits can be offered with an increase in membership dues. (Due August 2019, Council and Membership Committee, lead)

Objective C: Increase the number of student membership.

Strategy 1: Investigate and explore ways to increase student memberships. (Due April 2019, Marketing & Communications Committee/Membership Committee, Advocacy & Outreach Committee lead)

Objective D: Investigate and determine ways to provide more informal networking opportunities.

Strategy 1: Set up a “SOA Meet Up” and host a trail.

Strategy 2: Develop “SOA Meet Ups” and implement statewide. Assigned to A&O committee in December 2019.

Objective E: Create more training and professional development opportunities for members, including Archives 101 workshops and online training

Strategy 1: Investigate and explore ways of developing opportunities for members, including Archives 101 workshops and online training. Assign to Marketing & Communications Committee/Educational Programming Committee.

Goal 3. Funding: The Society of Ohio Archivists will increase funding efforts.

Objective A: SOA will explore the creation of a non-profit foundation so that those donating to the organization can receive a tax benefit.

Strategy 1: Inquiry with a lawyer by December 2018, President and Treasurer, lead.

Objective B: Investigate and decide whether a development committee should be created.

Strategy 1: (Due April 2019, Council, lead) - part of objective A.