KENTIAN SOCIETY OPERATIONAL PLAN 2023-25

OPERATIONAL AREAS	OBJECTIVES (What we aim to do)	ACTIONS (How we plan to go about achieving aims)	EVALUATION (How we monitor success or otherwise)
Society Membership	Maintenance and growth of the Society's membership.	• Advertise events (particularly reunions) and services. • Use existing records, networks and data-bases to increase outreach. • Broaden contact information for individual members (e.g. email, postal, telephone). • Record data in year groups (in addition to alpha) to aid contact tracing.	• Records show increasing membership. • Information on members is up-to-date and accurate.
Financial Sustainability	A financially sound and sustainable Society.	• Committee to i) arrange for timely subscription collection from members; ii) draw up and implement annual budgets; and iii) pursue new fund-raising initiatives. • Regular monitoring of income and expenditure against budget.	• Financial reports at regular meetings of Committee. • Annual review of accounts. • Monitoring of information re regular subscriptions. • Increasing capital in Foundation account to fund Scholarships.
Governance	A sound and effective system of governance within the Society and its 'arms', e.g. the Foundation and the Archives.	• Observe current best practice in Committee's procedures and those of its related 'arms'. • Committee to be comprised of members able to fulfil and further its objectives. • Practice to conform to Society's Constitution. • Annual calendar of Society's activities to be available.	• Monitoring of feedback from general membership. • Open discussion on Committee of successes and failures – weaknesses addressed. • Biennial self-evaluation of Committee's activities.
School & Community Support	Innovative and relevant involvement in and services to the School and the Community.	• Maintain positive relationships with School, School Board, P & C Association and Community. • Expand and diversify networking opportunities for alumni (especially through mentoring program). • Encourage alumni to volunteer at school events.	• Monitoring of interactions. • Informal feedback. • Maintain file of press cuttings.

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Member Services	*Provision to members of relevant and attractive benefits and services.*	• *Provide occasions for members to meet, e.g. major reunion, year reunions, volunteering at school.* • *Via regular newsletters/e-newsletters disseminate relevant information about Archives and Foundation, events, members, Society concerns and relevant research, and information about alumni and the school.* • *Committee to provide appropriate responses to formal and informal feedback, and honorary awards for outstanding service to Society or school.*	• *Feedback invited – formal (surveys) and informal (members' oral and written comments).* • *Documentation and regular review of comments and responses.* • *Monitoring of numbers attending functions.*
Resource 1 - Office Holders	*Maintenance of full complement of competent office bearers.*	• *Succession plans in place.* • *Proactive management of Society's events, procedures, and current and future needs.*	• *All Committee positions filled.* • *Committee members operating according to legal requirements and Society's Constitution.*
Resource 2 - Volunteers / Mentors	*Availability of sufficient high quality, informed volunteers / mentors in order to fulfil Society's aims and needs.*	• *Ensure that experience of volunteering / mentoring is rewarding for all involved.* • *Show appreciation for effort and encourage esprit de corps.* • *Seek media involvement in highlighting volunteers' endeavours, research, etc.*	• *Positive relationships within volunteers' groups, and between Committee members and volunteers / mentors as shown by formal (surveys) and informal evaluation.*
Resource 3 - Information, Communication & Technology (ICT)	*Provision of information, communication and technology (ICT) infrastructure to meet current and future needs of Society*	• *Actively seek informed practitioners to assist in this field.* • *Maintain reliable, up-to-date ICT platforms.*	• *Committee to undertake biennial review of infrastructure in order to monitor services provided, and adequacy of equipment, procedures and personnel.*