

National Office Report
Submitted by Justin Danowski

The following is an update on current Aims/Goals the Executive Committee established for the Interim Executive Director.

Create stability among the National Office staff.

- Hire a Communications Assistant by the end of the second quarter.
 - ***A job listing has been posted and applications are currently under review. The hope is for the Communications Assistant to be hired by the end of June.***

- Create an organizational chart for staff with revised job descriptions and scope of work by the end of the third quarter.
 - ***An organizational chart has been created for staff.***
 - ***Discussions have begun with council chairs about scope of work for chair and council members.***
 - ***Target completion date is still end of third quarter.***

- Offload all Governance responsibilities to staff by the end of the second quarter.
 - ***I have decided to continue overseeing the Resolutions Committee and Nominating Committee. Monica Yang will provide support as needed.***
 - ***I will continue to work with Monica Yang on transitioning support for the Legislative Assembly and Executive Committee.***
 - ***Other Governance items have been delegated:***
 - ***Interest Groups – Jennifer Fletcher***
 - ***National Awards – Monica Yang***
 - ***Affiliates – Monica Yang***

- Conduct a review of the current employee handbook with senior staff and edit/implement procedures conducive to enhancing staff productivity and workplace culture by the end of the third quarter.
 - ***Initial review planned for July.***
 - ***On target for completion by the end of the third quarter.***

- Plan and conduct an annual staff retreat with time dedicated to team building and goal setting utilizing the Strategic Plan and IDEA Strategic Plan.
 - ***Staff retreat was completed in April.***
 - ***Follow-up meetings are required to continue goal setting.***

- Empower directors to oversee departmental budget by the end of the first quarter with close supervision of the CFO and ED.
 - ***CFO, Joe Ritchie, has given access and provided training to directors on monitoring departmental budgets.***

Provide clarity in roles and responsibilities for council/committee members, chairs, and staff liaisons.

- Schedule quarterly meetings with Council Chairs and Finance Committee Chair by the end of the second quarter; establish clear roles and responsibilities for councils, chairs, and staff liaisons that correspond with NCA's Strategic Plan and IDEA Strategic Plan.
 - ***Initial meetings have been held with 4/5 council chairs about establishing clear roles and responsibilities.***

- Plan, organize, and implement orientations for incoming EC members by the end of January 2025.
 - ***Currently in the beginning stages with departments and chairs.***
 - ***Orientations for incoming council chairs and council members are on target for January 2025.***

- Conduct a website audit by the end of the fourth quarter to assess how to best utilize current resources and develop a communications calendar focused on creating new website resources.
 - ***Website audit being wrapped into new website implementation.***
 - ***National Office with work with councils and EC to further develop a communications calendar.***
 - ***On target for 2025 implementation.***

- Conduct an audit on current organizational processes for staff and volunteer leaders by the end of the third quarter; implement a calendar of events so that processes are clearly defined with timelines and due dates.
 - ***National Office with work with councils and EC to further develop a communications calendar.***
 - ***On target for 2025 implementation.***

- Create a clear organizational chart that reflects NCA's governance structure and volunteer leadership by the end of the second quarter.
 - ***On target for EC review by the August meeting.***