



Development and Activity Plan **September 2019 - Aug 2020**

The NALA Development and Activity Plan (NDAP) outlines the association's priorities for the given period. It notes the member/s responsible for each priority; each priority will have more than one member working to accomplish it. Although priorities may be extended into more than one NDAP year, it gives a notional completion date, where relevant, and costs. The plan should be read in conjunction with the executive officers' role descriptions. The plan will be reviewed and updated regularly and presented at the AGM.

Send out 6 weeks before AGM

1 Service provision to members: regular and timely information exchange, professional development

A Manage the website's functionality; upload new content and inform members by email.

Ongoing

Annual Cost (including hosting): **£50**

Responsible: Communication Officer

B Maintain an online effective member/contact list and disseminate information from the annual conference, executive and regional meetings, and pertinent events.

Ongoing

Annual Cost: **£NIL**

Responsible: NALA Executive Committee members

C a. Support members' professional development via annual conference, regional activity and providing up-to-date information (see above)

Ongoing

Annual Cost: Conference – **possible subsidy**

[Majority of costs accounted for by conference fee]

Responsible: Executive and Conference Committees, Regional Convenors

b. Following successful trial in WM host an NW Open Forum

Autumn 2019

Estimated Cost: **£100**

Responsible: AH/ Exec committee

c. Investigate replicating NW event in spring 2020 in SE

d. Continue to develop document to link KS2 grammar glossary for English with Modern Language learning.

Responsible NALA Executive Committee members

Cost: Nil

2 Influencing language development nationally

A Represent NALA membership on national initiatives, and at partner organisation meetings (e.g. APPG, British Council, LLG, Ofqual, StF, lobbying MPs and Lords); liaise with partner organisations; and respond to relevant language consultations (e.g. government, European, etc.)

Timeframe: Ongoing

Annual Cost: **approximately £350** (travel and fees)

Responsible: NALA Executive Committee members

3 Managing the association effectively and efficiently for members

A a. Executive **officers** (EOs) will be elected to committee every two years, with the exception of President which has a three-year term (*NALA Constitution and Standing Orders*), with rotating elections to ensure continuity of service to membership. Where possible, members with experience on the executive committee will be encouraged to take on major roles to ensure continuity.

The roles of EOs will be reviewed annually at the first Executive meeting of the year.

Time-frame: Annual

Annual Cost: nil

Responsible: Members

b. Executive Committee meetings will be held regularly three times a year, plus an annual general meeting (AGM). Apart from the AGM, which is held at annual conference, these will usually be one-day meetings, but may, once a year, extend over two days if matters require. Extra meetings in the form of sub-committees will be held only as required and agreed by the executive committee. Each executive meeting will require officers to report on NALA activity between meetings. All meetings will have minutes. Draft minutes will be posted on the website within four weeks of meeting.

Timeframe: Ongoing

Annual Cost: **£3000** (Travel expenses)

Responsible: Secretary to organise

c. Attendance and representation at national meetings will be agreed in advance by the executive committee. Attendance at external meetings will be reported, written up and posted on NALA's website.

Timeframe: Ongoing

Annual Cost: **See 2A** (travel and fees)

Responsible: NALA Executive Committee members

B Where possible, regional meetings will be scheduled at least twice a year, and once an academic term. Regional Convenors will be supported by other members of the Executive Committee, ***one of whom will attend where possible***. Minutes will be posted on the website within four weeks of a meeting. Summaries of regional activities in between Executive meetings will be reported by convenors at each Executive meeting.

Time-frame: Ongoing

Annual Cost: **£500**

Responsible: Regional Convenors- **North Alice Harrison (NW and NE currently Combined), South East Yvonne Kennedy, South West Martin Ash, Midlands Rona Heald.**
AWAITING CONFIRMATION

C Sound financial management will be ensured by detailed and certificated accounting; regular subscription; and recruitment.

Time-frame: Ongoing

Annual Cost: **£500**

Responsible: Treasurer

Total projected costs: £4,500

Composition of the Executive Committee: Chair, President, Secretary, Treasurer, Communication Officer (CO), 5 Regional Convenors (RC), Co-opted members.

NB. Generous estimates are given to ensure sound financial planning.