



ARKANSAS EDUCATION ASSOCIATION  
An NEA State Affiliate

DONNA MOREY, *President*  
RICH NAGEL, *Executive Director*

1500 West 4<sup>th</sup> Street  
Little Rock, AR 72201

**DATE:** March 29, 2011  
**TO:** Local Association Presidents  
**FROM:** Donna Morey, AEA President  
Rich Nagel, AEA Executive Director  
**SUBJECT:** Annual Report of Affiliated Local Associations  
and UniServ Program Effectiveness

PLEASE HELP!      WE DEPEND ON YOU.      THANK YOU IN ADVANCE!

**ATTENTION: INFORMATION IS DUE JUNE 2.**

The annual report forms for your local Association and the evaluation of the AEA/NEA UniServ Program is online at [www.aeaonline.org](http://www.aeaonline.org). It is essential that these forms be completed in full and returned to AEA so proper planning may occur for the coming year.

**IMPORTANT: Please hold elections for your 2011 – 2012 officers as soon as possible.**

**LOCAL PRESIDENTS: Please make certain these reports are in on time as they:**

- Automatically continue AEA/NEA affiliation,
- Provide information to update our local leader files/mailings and e-mail addresses,
- Assist AEA/NEA in reviewing the effectiveness of the Unified Services (UniServ) Program.

Important information about delegates, conferences, training, etc. will be e-mailed to LOCAL Association officers, representatives and committee chairs. It is necessary to have accurate names, mailing and e-mail addresses and phone numbers for ALL positions listed on these forms.

**Notice: Information due JUNE 2.** We must have the name, address, phone number and e-mail address of the incoming Local Presidents/Officers before the deadline.

We appreciate and thank you for the prompt return of these reports.

# Annual Report of Affiliated Local Association

*NOTE: This report must be received by the due date for invitation to the Summer Leaders Conference.*

## FORM 1 – OFFICERS/COMMITTEE CHAIRS FOR 2011-2012

**DUE June**

**2**

Local Association \_\_\_\_\_ AEA District \_\_\_\_\_ 2011-12 President Name \_\_\_\_\_

President's mailing address \_\_\_\_\_ City \_\_\_\_\_ ST/ Zip \_\_\_\_\_ School \_\_\_\_\_ E-mail Address \_\_\_\_\_ Ethnicity \_\_\_\_\_

President's Telephone: Home ( ) \_\_\_\_\_ School ( ) \_\_\_\_\_ Preparation Period (time) and/or best time to contact during school day \_\_\_\_\_

OFFICERS (FULL NAME)	ADDRESS	SCHOOL PHONE	HOME PHONE	E-MAIL
Vice President's Name				
Secretary				
Treasurer				

Date officers elected: \_\_\_\_\_ Date duties assumed: \_\_\_\_\_

CHAIRPERSON NAME	ADDRESS	SCHOOL PHONE	HOME PHONE	E-MAIL
Membership				
Negotiations/Personnel Policies				
Grievance/PR&R				
Communications/Newsletter				
Legislative/Political Action				
Education/Policies/Practices				

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## FORM 2 – Association/Building Reps / Membership Recruiters For 2011-2012

Local Association: \_\_\_\_\_ AEA District \_\_\_\_\_ UniServ Zone \_\_\_\_\_

FULL NAME	WORK LOCATION (Full name of school or ESP worksite)	HOME PHONE	SCHOOL PHONE / SCHOOL FAX	/ E-MAIL

Number of classroom buildings \_\_\_\_\_

Number of ESP worksites \_\_\_\_\_

Approx. number of members served by each ARs \_\_\_\_\_

\_\_\_\_\_  
2010-11 Signature of President

\_\_\_\_\_  
Date

Return to: AEA, 1500 West 4th Street, Little Rock, AR 72201-1064

# Annual Report of Affiliated Local Association

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## FORM 3 – PROGRAM REPORT 2010-11

Local Name: \_\_\_\_\_ Date: \_\_\_\_\_ This report was approved by the Executive Board. Yes No

Please complete this report as fully as possible. Circle all "yes" or "no" answers. A copy of this report should be given to the incoming president for his/her study and then filed with the secretary as part of the association's permanent records.

1. Number of members: Teachers \_\_\_\_\_ ESP \_\_\_\_\_ Total \_\_\_\_\_. Number of potential members: Teachers \_\_\_\_\_ ESP \_\_\_\_\_ Total \_\_\_\_\_ / % belonging \_\_\_\_\_
2. The local has adopted continuing membership? Yes No Continuing payroll deduction of dues? Yes No Local annual dues: Full-Time Prof \$ \_\_\_\_\_ Part-Time Prof \$ \_\_\_\_\_ Full-Time ESP \$ \_\_\_\_\_ Part-Time ESP \$ \_\_\_\_\_
3. Has your association been trained on IMS (Interactive Membership System)? Yes No If yes, how often do you use IMS? \_\_\_\_\_ What forms of processing have you done? \_\_Adds/Drops \_\_Work Location Changes \_\_Address/Phone Number Changes. If no, would you like to be trained on IMS? Yes No If yes, is local registered for AEA Summer Leaders Conference, in Little Rock? Yes No
4. Number of meetings held this year: Board/Executive Committee \_\_\_\_\_ General Membership \_\_\_\_\_ Association Representative/Representative Council \_\_\_\_\_
5. Delegates to the AEA-RA are nominated and then elected by secret ballot: Yes No / Number of delegates attending 2010 RA \_\_\_\_\_ No. eligible \_\_\_\_\_
6. Communications: (a) The association publishes a newsletter? Yes No If yes, how often? \_\_\_\_\_ (b) Association has a website: Yes No If yes, Website address: \_\_\_\_\_ Updated how often (check one): \_\_daily \_\_weekly \_\_monthly \_\_quarterly \_\_annually
7. Personnel Policies Committee: (a) The Association conducted the election of representatives to the school district's Committee on Personnel Policies: Yes No (**Locals that bargain skip to 8**). (b) If not, how was the committee selected? \_\_\_\_\_ (c) Was the Association involved in writing or revising personnel policies for the school district this year? Yes No (d) Were there significant changes made in the district's personnel policies/contract as a result of your efforts? \_\_\_\_\_
8. Do you have any active committees? Yes No if yes, list committees and any accomplishments you feel were significant on back of this page. Each committee makes an annual written report on its accomplishments? Yes No The Association keeps a set of permanent records to give to new officers each year. Yes No
9. List all political activities (interviews, calls, letters, local contact, state capitol contacts, etc.) conducted by the local or in which the local participated (including school board races) and identify whether or not candidates were endorsed by local. (You may use another sheet or list on back of this page.)
10. Local representation and number attending: (a) District Meetings Yes No Attending \_\_\_\_\_. Zone or local trainings Yes No Attending \_\_\_\_\_

This report was prepared by: \_\_\_\_\_  
Name Title



# Assessment of AEA UniServ Program

UniServ Zone \_\_\_\_\_ Local Association \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Please rate the effectiveness of the following components of the AEA/NEA UniServ Program in your local association for the past year by using the scale of 0-3 below. This survey is designed to determine how effective the UniServ Program has been in the training of your leaders and the development of your local association. It is NOT to evaluate UniServ staff. (The evaluation of staff is a management responsibility.)

**Please circle your responses using the 0 – 3 scale:** 0 - Not enough data/contact to rate  
1 – Needs improvement  
2 – Meets expectations  
3 – Exceeds expectations

**I. OVERALL EFFECTIVENESS OF THE UNISERV PROGRAM:**

- A. The UniServ Program effectively provides the training, consultation and information necessary for the improvement/development of my local association. 0 1 2 3
- B. In general, the UniServ Program effectively provides the services/representation as needed by individual members in my local association. 0 1 2 3

**II. IMPACT OF THE UNISERV PROGRAM: (helping your local)**

- A. Increase Membership 0 1 2 3
- B. Improve the Effectiveness of its Structure/Organization 0 1 2 3
- C. Improve by Providing Leadership Training and Development 0 1 2 3
- D. Improve its Human Relations 0 1 2 3
- E. Improve its Role in Member Advocacy 0 1 2 3

**III. COMMITTEES: (Providing consulting, training and assistance)**

**Our local has \_\_\_\_\_ active committees.** (Insert number)

- A. Membership Recruitment and Retention Committee 0 1 2 3
- B. Negotiations/Personnel Policies Committee 0 1 2 3
- C. Grievance Processing/Legal Rights 0 1 2 3
- D. Communications/Newsletter 0 1 2 3
- E. Legislative/Government Relations 0 1 2 3
- F. Political Action/ACCPE/Fundraising 0 1 2 3
- G. Educational Policies and Practices 0 1 2 3
- H. Member Benefits 0 1 2 3
- I. Other(s) \_\_\_\_\_ 0 1 2 3