



ARKANSAS EDUCATION ASSOCIATION
An NEA State Affiliate

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

1500 West 4th Street
Little Rock, AR 72201

DATE: May 5, 2010
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, 2010.

The annual report forms for your local Association and the evaluation of the AEA/NEA UniServ Program is online at 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 2010 – 2011 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 and e-mail address of the incoming Local Presidents/Officers before the deadline. Invitations are issued to attend the July 13 – 15, 2010 Summer Leaders Work Conference based on these reports

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

2010AR:ac



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, consultations 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 |

Annual Report of Affiliated Local Association

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

FORM 1 – OFFICERS/COMMITTEE CHAIRS FOR 2010-2011 **DUE June 2**

Local Association _____ AEA District _____ 2009-10 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 2010-2011

Local Association: _____ AEA District No. _____ 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 _____

2009-10 Signature of President

Date

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

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FORM 3 – 2009-10 PROGRAM REPORT

Name of Local: _____ Date of Report: _____ This report was approved by the Executive Board. Y__ N__

Please complete this report as fully as possible. 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. No. of members: Teachers__ ESP__ Total__ / No. of potential members: Teachers__ ESP__ Total__ / % belonging_____
2. The local has adopted continuing membership? Y__ N__ Continuing payroll deduction of dues? Y__ N__ 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)? Y__ N__ If yes, how often do you use IMS?_____ What forms of processing have you done? __Adds/Drops __Work Location Changes __Address/Phone No. Changes. If no, would you like to be trained on IMS? Y__ N__ If yes, is local registered for AEA Summer Leaders Work Conference, July 2009 in Little Rock? Y__ N__
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: Y__ N__ / Number of Delegates attending 2009 RA _____ No. eligible__
6. Communications: (a) The association publishes a newsletter? Y__ N__ If yes, how often?_____ (b) Association has a website: Y__ N__ 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: Y__ N__ (**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? Y__ N__ (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? Y__ N__ if yes, list committees and any accomplishments you feel were significant. Each committee makes an annual written report on its accomplishments? Y__ N__ The Association keeps a set of permanent records to give to new officers each year. Y__ N__
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 Council Meetings Y__ N__ No. attending____. Zone or local trainings Y__ N__ No. attending____

This report was prepared by: _____
Name Title

Names (if different from above): _____
2009-10 President 2010-11 President