



INDIANA  
**BUSINESS  
PROFESSIONALS**  
of AMERICA

**PROGRAM OF WORK**  
**2019-2020**

Indiana State Officer Leadership Team

Mr. Luis Oviedo, President

**Indiana State Officer Leadership Team 2019-2020**

Luis Oviedo  
Indiana BPA President

Katherine Smith  
VP of Administration

Miranda Hirl  
VP of Public Relations

Hayden Alvey-Knapp  
VP of Member Activities

Mariam Olaletan  
VP of Communication

Hanna Gutwein  
Region 1 President

Nate Griffen  
Region 2 President

Tayte Azbell  
Region 3/6 President

Mallory Culver  
Region 4/5 President

Jessica Ghotra  
Region 8 President

Nicole Dunham  
Region 9 President

Isaac Barnard  
Region 10 President

Kali Barnhill  
Region 11 President

Molly Guetig  
Region 12 President

Indiana SOLT Program of Work 2018-2019

Summer Officer Orientation for 2019-2020  
June 2-6, 2019  
Indianapolis, Indiana

We the 2019-2020 Indiana BPA Officer Leadership Team strive to improve communication and connectivity to enhance a more knowledgeable organization, while focusing on service oriented learning so every member has the opportunity to fulfill BPA's mission of giving purpose to potential.

**Communication**

**Goal 1.1:** *Utilize social media to bridge the gap between the SOLT and the membership*

	Action Taken	Responsibility	Completion Date
1.1.1	Actively publicize statewide hashtag to recognize members and chapters. (#INBPA)	VP of Communications, and VP of Public Relations.	Completed: Incorporated hashtag in each presentation at FLC. Public Relations utilizes hashtag in each post
1.1.2	Create a social media schedule to follow so we can encourage participation.	VP of Communication and VP of Public Relations	Completed: VP of Public Relations and VP of Communications created calendar on google docs to schedule posts.

**Goal 1.2:** *To develop an Indiana BPA App*

	Action Taken	Responsibility	Completion Date
1.2.1	Research and Development of implementing an IN App	VP of Public Relations and VP of Communications	Ongoing
1.2.2	Create a laundry list of wants and needs within the App	SOLT	Completed: SOLT compiled list of wants and needs for the app.
1.2.3	Create a procedural plan on keeping the App current	VP of Communications, and VP of Public Relations.	Ongoing

**Category 2: Service Learning**

**Goal 2.2:** *To educate members on service learning opportunities, specifically BPA Cares and Torch Awards.*

	Action Taken	Responsibility	Completion Date
2.2.1	Create incentive for chapters to compete in Torch Awards.	VP of Member Activities VP of Chapter Activities	Completed: SOLT decided on ribbons to be attached to nametags at SLC to encourage members to participate.
2.2.2	Educate members regarding Torch and BPA Cares at Regionals	SOLT	Ongoing
2.2.3	Encourage chapters to participate in a worthwhile service project or fundraiser for the community or organization of their choice. (Ex. Special Olympics, food pantries)	VP of Chapter Activities	Ongoing
2.2.4	Promote Service learning opportunities on social media	VP of Public Relations and VP of Communication	Completed: VP of Public Relations and VP of Communications actively promote service learning opportunities on social media

**Category 3: BPA Knowledge**

**Goal 3.1:** Increase involvement in BPA Cares and Torch Awards.

	Action	Responsibility	Completion Date
3.1.1	Inform local chapters of service opportunities that fit the BPA Care's categories.	Region Presidents	Completed: SOLT provided presentations about BPA Cares and how to get involved.
3.1.2	Invite and encourage members to attend FLC.	Region Presidents/ VP of Public Relations	Completed: VP of Public Relations, VP of Communication, and Region Presidents spread the word about FLC
3.1.3	Provide local advisors with materials to utilize for chapter meetings to help aid in the explanation of torch.	Region Presidents/ VP of Chapter Activities	Completed: SOLT created a job aid on how to log torch points which is located on the website

**Goal 3.2:** Increase knowledge of membership services.

	Action	Responsibility	Completion Date
3.2.1	Highlight; implement Webinar/Archive for future viewing on Indiana BPA hot topics	SOLT 2019	Completed: SOLT created a webinar schedule in which webinars will be archived for anyone's review
3.2.2	Create a FAQ Page on our website.	SOLT 2019	Completed: SOLT added an FAQ page to the website.

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3.2.3	Create simple Job Aids for members regarding membership' services.	SOLT 2019	Completed: Available on website for member's use
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**Category 4: Professional Development**

**Goal 4.1:** Create informative members that acknowledge professional norms through action at FLC/SLC.

	Action	Responsibility	Completion Date
4.1.1	Encourage professional dress among members with an informative presentation at Fall Leadership Conference.	SOLT	Completed: SOLT provided a presentation at FLC regarding professional dress
4.1.2	Promote acceptable conduct in a professional atmosphere through a presentation at Fall Leadership Conference.	SOLT	Completed: SOLT provided a presentation at FLC regarding professional behavior
4.1.3	Provide a webinar that gives explicit examples of what is acceptable and what should be expected of you in a professional atmosphere. Provide details to members on how to incorporate the tools at their disposal to look presentable.	SOLT	Completed: SOLT provided a webinar detailing how to look and act in a professional setting
4.1.4	Review the survey results to gauge the effectiveness of our techniques employed at RLC/FLC/SLC to increase professional development among members.	SOLT	In progress: SOLT reviewed results from survey results provided by Mr. Hendrickson

**Goal 4.2:** Create informative members that acknowledge professional norms through action at the region level.

	Action	Responsibility	Completion Date
4.2.1	Develop a video displaying how to enhance your professional behavior.	Region Presidents and VP of Communications and VP of Public Relations	Ongoing
4.2.2	Create criteria "excellence in professionalism" along with BPA all-star awards	Griffin Nate And Jessica Ghotra	Ongoing