

**COTSS Work Business Plan 2007-2008**

<b>OBJECTIVE</b>	<b>TASK</b>	<b>GROUP HEAD LEAD</b>	<b>TARGET DATE AND REVIEW DATE</b>	<b>ACTIVITY INDICATOR</b>	<b>PROGRESS</b>
1. Implement business diary at Executive Committee meetings.	Hold 5 business meetings throughout the year. Have 1 virtual meeting in the year. Hold an annual AGM	Secretary and Vice Chair	AGM 2008	Standing Agenda produced for each executive meeting – minuted meetings.	
2. To work on redeveloping the R&D Strategy.	Document redrafted.	R&D Officer	AGM 2008	New document ready to send out to members	
3. Continue to develop/modernise Newsletter.	Develop a forward planning strategy Produce 3-4 newsletters and mail out to members and COT representatives.	Newsletter Editor	March 2008  End 2008	Strategy written.  At least 3 newsletters produced and mailed out.	

<p>4. To update new member pack and improve services to members</p>	<p>Redraft Vocational Rehabilitation Toolkit leaflet</p> <p>Develop and send out membership satisfaction survey.</p>	<p>Membership Secretary and Secretary to organise</p>	<p>Final Draft for March 08</p> <p>April 2008</p>	<p>Final draft produced by NEC</p> <p>Survey sent out and documented as such.</p>	
<p>5. To improve and streamline administration services to members</p>	<p>To ensure that adequate quality is maintained for administration of membership services through a high quality administration service.</p> <p>Administration complaints are recorded.</p> <p>To work with COT on ensuring that the right service is in place.</p>	<p>Membership Secretary</p> <p>COT Link</p> <p>Vice Chair</p>	<p>AGM 2008</p>	<p>Member satisfaction is being recorded and issues with administration are being recorded.</p>	
<p>6. To take a staged approach in increasing the subscriptions to £50 over the next 2-3 years.</p>	<p>To inform the membership and potential members of subscription changes through email, newsletter and on renewal forms.</p>	<p>Membership secretary</p>	<p>Sept 2008</p>	<p>Records of correspondence to membership.</p> <p>Implemented subscription changes.</p>	

7 To establish a network of PR contacts for events.	To identify companies and organisations working in VR who would be willing to sponsor events and who would be willing to work with us on projects/events.  Write article for OT News	PR Representative	Summer 2008 For Study Day and AGM 2008.  October 08	PR Portfolio produced with contacts etc.  Article published	
8 To work with COT on producing VR Strategy	Attend meetings and identify tasks for members and the committee.	Chair	To be determined by COT	VR Strategy Produced	
9 To support (practically and financially) and encourage the regional reps to organise meetings of local members to promote rehabilitation for work.	Meet with Regional Reps to develop strategies for support.  Ensure that everyone is aware of the methods to obtain support from the NEC.	Regional Rep Co-ordinator COT Link	Review progress summer 2007	Links made with BAOT subgroups.	