

**Food, Agriculture, and Nutrition Division
Special Libraries Association
2004-2005
Strategic Plan**

Mission Statement

The mission of the Food, Agriculture, and Nutrition Division of the Special Libraries Association is to provide a forum for discussion of common aspects of food and agricultural librarianship; to keep abreast of the latest information technologies and trends; and to provide opportunities for networking with other information professionals.

Goals

Developing Professionals for the 21st Century

1. To provide an organization that will attract individuals having a common interest in special libraries in the fields of food, food technology, agriculture, and nutrition.
2. To respond to the changing needs and concerns of members through program planning, educational endeavors, publications, special projects and other activities.
3. To provide an effective organizational structure with mechanisms through which the Division's goals may be accomplished.

Promoting the Value of the Information Professional

4. To enhance our image by promoting the value of professional information services both within and outside our respective organizations.

Building the Virtual Division

5. To provide a forum for the communication and exchange of ideas and information pertinent to the interests and job responsibilities of members

Developing Professionals for the 21st Century

Goal 1: To provide an organization that will attract individuals having a common interest in special libraries in the fields of food, food technology, agriculture and nutrition.

Objectives:

- 1.1. Provide dynamic continuous learning and professional development to advance all levels of member experience and knowledge
- 1.2. Recognize the diversity of members (levels, knowledge, needs, age) and provide services and programs that are targeted to meet these needs
- 1.3. Recruit new member populations that enhance our capabilities as information professionals and knowledge leaders
- 1.4. Retain members

Accomplishments:

1. Summaries of programs published in *Food for Thought*.
2. FAN membership directory published and distributed.
3. *Food for Thought issued twice a year*
4. *Established a travel grant for new professional to attend annual conference.*
5. *Enhanced Food for Thought with purchase and installation of new software*
6. *Included a contributed papers session to annual convention program.*
7. *Held new member reception during annual convention.*

ACTION PLANS

2003-2004	2004-2005	2005-2006
1.1.1 Continue to include subject-focused roundtables in conference planning.	Ongoing	Ongoing
1.1.2 Publish summaries of the entire content of the annual conference programs in <i>Food for Thought</i> .	Ongoing	Ongoing
1.1.3 <i>Include a Division contributed paper session at annual convention.</i>	<i>Ongoing</i>	<i>Ongoing</i>
1.1.4 <i>Enhance Food for Thought with new software purchase.</i>	<i>Software purchased, installed and used for publication.</i>	<i>Continue to update software as need. As needed.</i>
1.2.1 <i>Food for Thought</i> published in PDF format with print copies available.	Continue publishing in PDF and <i>explore discontinuing print edition.</i>	Ongoing
1.2.2 Begin updating electronic version of FAN Library directory available at FAN website.	Establish Committee to determine content of directory and mechanism for updating	Update annually
1.3.1 Continue active recruitment of new FAN members.	Explore use of FAN brochure in recruitment	Continue active recruitment
1.3.2 <i>. Establish a travel grant for new professionals to attend annual conference.</i>	<i>Board will decide each year on whether to continue.</i>	<i>Continue with Board approval</i>
1.3.3 <i>Committee will contact lapsed member and welcome new members.</i>	<i>Ongoing</i>	<i>Ongoing</i>
1.3.4 <i>New Member reception during annual convention</i>	<i>Ongoing</i>	<i>ongoing</i>

Developing Professionals for the 21st Century

Goal 2: To respond to the changing needs and concerns of members through program planning, educational endeavors, publications, special projects and other activities.

Objectives:

- 2.1 Establish, communicate and update professional competencies.
- 2.2 Execute research pertinent to the changing needs of the FAN Division

Accomplishment:

- 1. Analyzed survey to determine members' needs.

ACTION PLANS

2003-2004	2004-2005	2005- 2006
2.1.1 Plan programs that are relevant and responsive to members' professional needs and concerns	Ongoing	Ongoing
2.2.1 Implement measures to address members' needs as determined by survey <i>conducted in 2002-2003 year.</i>	<i>Conduct a member survey.</i>	Implement measures to address members' needs as determined by survey

Developing Professionals for the 21st Century

Goal 3: To provide an effective organizational structure with mechanisms through which the Division's goals may be accomplished

Objectives:

- 3.1 Establish and maintain committees in accordance with the Bylaws and the Procedures manual
- 3.2 Ensure that the division procedures are in agreement with SLA's. Revise procedures manual and/or bylaws every five years as needs change (procedures manual revised in 2002; by-laws amended in 1998.)
- 3.3 Review and update the Divisions' mission statement, goals and objectives so that they are in alignment and reflect the current **situation** and trends

Accomplishments:

1. Committees were established at annual conference and committee chairs attended board meetings.
2. Certificates of appreciation given to committee and board members
3. Strategic plan updated.
4. Procedures Manual updated.

ACTION PLANS

2003-2004	2004-2005	2005-2006
3.1.1 The Division Chair will appoint committee chairs prior to the conference at which he or she takes offices. These individuals will attend the FAN Board meeting to be held during the Annual Conference, offering suggestions and assistance to the chair for the ensuing year. The Division Chair may assign specific activities to various committee chairpersons.	Ongoing	Ongoing
3.1.2 Maintain FAN archives at permanent location.	Maintain FAN Archives	Maintain FAN archives
3.2.1 Review and update the FAN Procedures Manual	Ongoing	Ongoing
3.3.1 The FAN Board and Strategic Planning committee determines items to be included in future strategic plans. Seek input from officers and members for additions or changes to the strategic plan. Include those items that are possible and practical for the division to accomplish. Monitor progress.	Ongoing	Ongoing
3.3.2 Executive Board reviews and updates Division's mission, goals and objectives. Share information with persons updating the bylaws and the procedure manual.	Ongoing	Ongoing

Promoting the Value of the Information Professional

Goal 4: To enhance our image by promoting the value of professional information services both within and outside our respective organizations

Objectives:

- 4.1 Promote volunteerism on behalf of the profession and Association
- 4.2 Encourage members to share professional techniques in enhancing service to their organization
- 4.3 Enhance the visibility of division members and officers.
- 4.4 Create a greater awareness of value of the information professional's role in their organization.
- 4.5 Be nominated for SLA Public Relations Media Award (Division and/or Members)

Accomplishments:

1. The Awards Committee continued its work of selecting a member for FAN's Distinguished Member Award and arranging for funding and the plaque.
2. The Awards Committee identified retiring FAN members
3. The Nominating Committee sent letters of thanks to nominees.
4. *Division will participate in Twinning Project.*

ACTION PLANS

2003-2004	2004-2005	2005-2006
4.1.1 The Awards Committee solicits nominations for the current year's Distinguished Member Award, makes the award selection and arranges for the production and engraving of the plaque	Ongoing	Ongoing
4.1.2 Identify retiring FAN members	Ongoing	Ongoing
4.1.3 Establish a FAN Chair Award	Ongoing	Ongoing
4.3.1 The Nominating Committee will send letters of thanks to nominees and the Chair will send letters of thanks to officers and, with the individual's permission, will send a copy to their supervisor.	Ongoing	Ongoing
4.3.2 Develop sponsorship brochure for distribution to vendors in promoting awareness and support of FAN Division	Update brochure annually	Ongoing
4.4.1 Designate a person responsible for submitting articles or news items to <i>Information Outlook</i> .	Ongoing	Ongoing
4.4.2 Encourage FAN members to submit articles to non-library publications or have articles written about their libraries	Ongoing	Ongoing
4.4.3 Support SLA's public relations efforts to improve the image of special librarians by encouraging individual libraries to promote their libraries during National Library Week, and especially on International Special Librarians Day..	Ongoing	Ongoing
4.5.1 Submit information to nomination committee for SLA Public Relations Media Award	Ongoing	Ongoing

Building the Virtual Division

Goal 5: To provide a forum for the communication and exchange of ideas and information pertinent to the interests and job responsibilities of members.

Objectives:

- 5.1 Provide the means for members to communicate, learn, govern, organize and collaborate in a virtual environment

Accomplishments:

1. *Food for Thought* published electronically *using new software package.*
2. *Continued use of listserv for member networking*
3. FAN Home Page continued to be updated.
4. *Committee appointed to establish guidelines on updates and content of web page.*

ACTION PLANS

2003-2004	2004-2005	2005- 2006
5.1.1 Publish <i>Food for Thought</i> electronically. Explore discontinuing print edition.	Ongoing	Ongoing
5.1.2 Promote the networking benefits of listserv and homepage during annual convention.	Establish committee to prepare brochure for recruitment	Continue to explore ways to recruit new members
5.1.3 Maintain and update FAN home page. <i>5.1.4 Committee appointed to evaluate web page content.</i>	Establish committee to establish guidelines on updates and content of Web page. <i>Committee report presented to Board.</i>	<i>Recommendations implemented.</i>