



PPAP: PROMOTING PLANNING FOR ASSOCIATION PROGRESS

“Visioning for the future. Creating pathways to success.”

PPAP is an AAPA resource available to constituent organizations utilizing experienced PAs and association professionals to progress and transform constituent organizations through onsite, peer-facilitated, strategic planning workshops.

Strategic Planning for Constituent Organizations

PPAP facilitators come directly to your organization for a one-day onsite visit with constituent organization board members, committee members, and other invited guests. Your organization’s strengths, challenges, structure, and processes are assessed and fine-tuned through a rigorous planning process.

As an output of the workshop, constituent organizations receive a confidential, customized report including a detailed action plan. Momentum is maintained through scheduled follow up calls and interactions to celebrate achievements and identify barriers to success.

Workshop Goals

- To build confidence in the constituent organization leaders through an envisioning future exercise with confirmation of vision and mission statements
- To create awareness of constituent organization’s position through analysis of strengths, weaknesses, opportunities and threats (SWOT Exercise)
- To facilitate strategic development by introducing the Seven Key Elements of Sustainability as a roadmap for success
- To develop objectives, and supporting strategies based on constituent organization capacity during the workshop using the Seven Key Elements of Sustainability as primary constituent organization goals and guiding through a ranking process to designate targeted focus
- To facilitate teambuilding / confidence building exercises
- To provide constituent organization development resources and create awareness of additional available resources

What Does a PPAP Workshop Include / What is the Benefit?

A PPAP workshop involves an informal dinner the evening prior to the session, followed by a full day of interactive engagement of leaders to assess an organization’s position, processes, and capacity. With the assistance of a facilitation team, leaders will create an envisioned future, build upon successes, and establish goals for meeting long-term objectives.

A workshop will begin the journey to create a strategic plan and topics may include enhancing communication, membership retention and recruitment, goal-setting, general operation management, time

management, board and committee development, budget development, motivation, increasing volunteerism, and leadership development.

Who Are the PPAP Facilitators?

The PPAP team consists of a prestigious group of your colleagues including AAPA and CO leaders: Clover Schultz, Cindy Lord, Amelia Naccarto-Coleman and Julie Theriault, all of whom have served extensively in national and/or constituent organization leadership and committee positions.

Members of the AAPA Constituent Organization Development team serve as co-facilitators and are comprised of certified association executives who bring additional non-profit association management expertise to the session.

Is There a Cost Associated with a PPAP Site Visit?

The investment in a PPAP workshop is shared by the AAPA and the constituent organization. The constituent organization provides meeting venue and covers all facility and meeting expense. The AAPA covers all travel related and lodging expenses for two facilitators. There is no fee for presentation and facilitation of the workshop.

When Is a PPAP Workshop Held?

PPAP workshops are scheduled at the mutual convenience of the requesting constituent organization and the facilitators. It is important to plan at least three months in advance to allow peer facilitators to coordinate their volunteer and work schedules. Many organizations schedule workshops during constituent organization board leadership retreats or as an all-day session the day before a scheduled board meeting or CME conference.

Who Participates in a PPAP Workshop?

Constituent organizations are encouraged to invite all board members, committee chairs, committee members, regional directors, student representatives, and any other potential future leaders. Collectively, all attendees will participate in the strategic planning process and define the direction of the constituent organization.

How Can My Organization Request a PPAP Workshop?

Contact the AAPA's Constituent Organization Development Department for additional information at coadministrator@aapa.org or call 571-319-4430. An online visit request form is available at <http://www.formsite.com/aapa2/PAPRLAPDvisit/index.html>.