29 August 2024

Subject: RSA Organization and RSA Executive Director Goals for FY25

**RSA Organizational Goals for FY24:**
1) 501c3 to III Conversion – completed
2) Design and approve a new, fair, explainable fee structure for RSA's future - completed
3) Define, document, and stand up new methods of non-governmental membership participation – partially completed, ongoing
4) Update the new RSA Support Site to make it the one-stop shop for members – completed, ongoing updates forever
5) Examine current departmental duties in light of independence. What should we be doing rather than what we are currently doing - ongoing
6) Reconnect with members - ongoing

**Executive Director Goals for FY24:**
1) My goals mirror the RSA organizational goals
2) Begin Staff Benefits Research – ongoing
3) Examine RSA Staffing. What new duties will be be taking on with independence? – in beginning stage
4) Expand RSA Board's operational and management oversight – partially complete, ongoing
5) Continue to update and refine system – ongoing

**Suggested RSA Organizational Goals for FY25:**
1) Complete all actions required to directly hire staff on 1 July 2025
2) Make substantial progress on conversion of IT support from RAILS to RSA
3) Increase member to member support and participation via email forums, in person mentoring, and networking groups
4) Plan for library automation system Request for Information (RFI) process in spring 2026
5) Continue to reconnect with members; library visits should be expected and welcomed

**Suggested Additional Executive Director Goals for FY25:**
1) Determine exact needs for Cataloging, Operations, and Administrative Departments; create tiered job descriptions to cover needs; determine correct staffing mix to meet members current and expected needs
2) Continue to help the RSA Board define their operational and management oversight; help clarify and define Directors Advisory Committee roles and feedback loop
3) Keep system up to date; adding in additional features where they make sense for RSA's membership