

ROADMAP FOR THE EC TO ADMINISTER KVHAA (2025-27)

1. Initial Setup (0-3 Months)

- **Strategic Planning:**
 - Conduct a kick-off meeting with the Executive Committee to define goals and priorities.
 - Specific Roles & Responsibilities for each member
 - Break up Goals into Monthly and Weekly including person responsible. Include Goals for membership growth
 - Pre-fix EC meeting dates/timelines and broad agenda for next 3 months.
 - Form sub-committees and add others to the working group.
 - Relook at the Mentors and Co-Chairs of each group in the KVHAA Community.
- **Communication Infrastructure:**
 - Harness official communication channels (email, website, social media).
 - Develop a content calendar for regular updates.
 - Communication between EC team and Special Interest Groups.
- **Database Management:**
 - Audit and update the alumni database.
 - Implement a CRM system to manage alumni records efficiently.

2. Engagement and Outreach (3-6 Months)

- **Alumni Engagement:**
 - Launch a campaign to reconnect with lost alumni.
 - Introduce a monthly e-newsletter with updates, stories, and opportunities.
- **Event Planning:**
 - Organize small-scale events to build momentum (e.g., webinars, networking mixers).
- **Feedback Mechanism:**
 - Distribute a survey to gather alumni expectations and interests.
 - Monthly meetings on what went well, what could have been better and plans for following month.

3. Program Development (6-12 Months)

- **Mentorship and Networking:**
 - Establish a mentorship program linking alumni with current students.
 - Launch a professional networking platform or LinkedIn group.

- **Fundraising Initiatives:**
 - Introduce fundraising campaigns with clear objectives (e.g., scholarships, infrastructure support).
- **Annual Reunion:**
 - Plan and execute a large-scale reunion event with diverse activities.

4. **Consolidation and Growth (12-24 Months)**

- **Governance and Transparency:**
 - Regularly update alumni on financials, activities, and outcomes.
 - Hold monthly meetings with detailed reporting to members.
- **Recognition and Awards:**
 - Hold an annual awards program to honour distinguished alumni and contributors.
- **Student-Alumni Interaction:**
 - Strengthen student-alumni programs, including internship opportunities and campus events.
- **Continuous Improvement:**
 - Review feedback and performance; adjust strategies accordingly.

5. **Long-Term Sustainability (24+ Months)**

- **Succession Planning:**
 - Develop a succession plan for leadership roles to ensure continuity.
- **Innovation and Technology:**
 - Regularly update the technological tools and platforms used for engagement.
- **Global Outreach:**
 - Expand reach by connecting with alumni overseas and integrating them into the community.
- **Impact Assessment:**
 - Periodically assess the impact of the association's programs and initiatives.

Milestones:

- Monthly Executive Committee meetings including with the Special Interest Groups.
- Annual financial and impact report.
- Bi-annual review of goals and progress.
- End-of-year member satisfaction survey.