



The National Association of State Motorcycle Safety Administrations (SMSA)

1-Year Plan

For the period of January 1 – December 31, 2013

The Executive Committee of the National Association of State Motorcycle Safety Administrations (SMSA) is currently in the process of developing an SMSA Strategic Plan which will define the future direction of the Association for the next five-years (2014-2019).

To assist with defining the goals of the Association for 2013, the SMSA Executive Committee has identified the following projects/tasks. The following lists those projects/tasks and provides dates for milestones and deliverables.

Activity	Actions	Milestone / Deliverable
1. Develop an ongoing Strategic Plan for the Association.	1.1. Distribute the draft SMSA Strategic Plan to the membership and national partners for review and comment.	April 15, 2013
	1.2. Compile comments received and develop final draft of the SMSA Strategic Plan.	July 1, 2013
	1.3. Develop a maintenance system for the SMSA Strategic Plan, including a process for submitting comments and suggestions for future versions.	July 1, 2013
	1.4. Distribute the finalized SMSA Strategic Plan and Maintenance System Document to the membership and national partners. Post the documents on the SMSA website.	August 1, 2013
	1.5. Promote the SMSA Strategic Plan and Maintenance System during the 2013 SMSA Summit.	August 23-25, 2013
2. Encourage the adoption of the NHTSA Highway Safety Program Guideline No. 3 – Motorcycle Safety as the foundation for motorcycle safety programs.	2.1. Distribute letter to SMSA Members encouraging the state to adopt the guidelines and to support and participate in the development and maintenance of comprehensive State Motorcycle Safety Plans. Include a link to the SMSA website for information on the guidelines. Survey SMSA Members on the adoption of the guidelines.	April 15, 2013
	2.2. Compile results and document / categorize reasons for not adopting the guidelines. Distribute the results of the survey to the membership and national partners. Post the survey results to the SMSA website.	July 15, 2013
	2.3. Develop a section on the SMSA website to encourage adoption of the guidelines and the development and maintenance of comprehensive State Motorcycle Safety Plans. Provide documents and resources from State Assessments to assist SMSA Members. Compile the results of Major Recommendations from Past NHTSA State Motorcycle Safety State Assessments. Provide resources to assist states with their State Motorcycle Safety Plans.	July 15, 2013

Activity	Actions	Milestone / Deliverable
	2.4. Develop an annual self-assessment based on the NHTSA Motorcycle Safety State Assessment Process designed to assist states for conducting an annual self-assessment of their state motorcycle safety program and distribute to the membership and post to the SMSA website.	July 15, 2013
	2.5. Encourage SMSA Members to develop and establish comprehensive motorcycle safety programs and countermeasures during the 2013 Summit. Encourage SMSA Members to support and participate in the development and maintenance of comprehensive State Motorcycle Safety Plans during the 2013 Summit.	August 23-25, 2013
3. Develop new and strengthen existing partnerships with national organizations.	3.1. Develop new and strengthen existing partnerships with national organizations to promote the reduction of motorcycle operator traffic crashes, fatalities and injuries, including but not limited to: AAMVA, AMA, ASHTO, DOD, GHSA, IACP, FHWA, MIA, MIC, MRF, MSF, NHTSA, NMDA, NSA, NTSB and TRB.	Ongoing
	3.2. Participate in the Motorcycle Safety Network Meetings. Provide a summary of the network meetings to the SMSA Membership.	Ongoing
	3.3. Meet with National Partners and Organizations to develop and strengthen partnerships in motorcycle safety.	August 15, 2013
	3.4. Explore opportunities to form and spearhead a national coalition for motorcycle safety.	December 31, 2013
4. Expand and deliver member support services and establish member benefits.	4.1. Establish an SMSA working group to develop an initiative to recruit additional membership and enhanced member services.	Completed
	4.2. Enhance the process for regular communications with members by Regional Representatives, the Supporting Member Representative and the Individual Member Representative. Distribute letter to the SMSA membership encouraging them to contact their SMSA EC Representative and the SMSA Office on a regular basis. Establish a process for the SMSA Executive Committee (EC) Representatives to contact the SMSA membership on a regular basis. Distribute regular updates of the SMSA membership database to the SMSA EC to assist them in contacting the membership.	May 1, 2013
	4.3. Enhance member benefits and establish tangible member benefits for participating SMSA. Establish a "Members Only" section on the SMSA website and populate with resources to assist the membership with motorcycle safety initiatives. Enhance the SMSA Monthly Newsletter. Solicit feedback on the usefulness of the SMSA website and newsletter from the membership.	August 1, 2013
	4.4. Establish a process to conduct quarterly conference calls/webinars with the SMSA Regions, Supporting Members and Individual Members. Distribute conference call / web meeting minutes to participants and the SMSA EC. Post conference call / web meeting minutes to the SMSA website.	December 31, 2013
	4.5. Increase participation in the three SMSA membership categories. Develop brochures to promote SMSA Membership. Enhance the SMSA website to solicit SMSA Memberships. Assist the SMSA EC Regional, Supporting and Individual Representatives with soliciting new SMSA members.	December 31, 2013
	4.6. Identify additional initiatives for improving member services for 2014 activities.	December 31, 2013

Activity	Actions	Milestone / Deliverable
5. Establish a working group to evaluate and enhance the SMSA Committee Structure.	5.1. Establish an SMSA Committee Structure Working Group.	April 1, 2013
	5.2. Develop recommendations for an SMSA committee structure including the utilization of subcommittees and working groups. Examine the committee structure from other national associations. Establish a process to encourage member participation.	July 1, 2013
	5.3. Present recommendations for the SMSA committee structure during the 2013 Annual Business Meeting.	August 23, 2013
6. Establish a process for the review, development and revision of SMSA positions.	6.1. Establish an SMSA Positions Subcommittee.	March 1, 2013
	6.2. Develop activities for 2013-2014 to establish a process for the review, development and revision of SMSA positions.	December 31, 2013
7. Establish a working group to develop guidelines for establishing State Motorcycle Safety Coalitions.	7.1. Establishment of State Motorcycle Safety Coalitions Working Group.	May 1, 2013
	7.2. Develop activities for 2014-2015 to develop guidelines for establishing State Motorcycle Safety Coalitions.	December 31, 2013
8. Establish a working group to compile promising practices for Program Quality Assurance Efforts.	8.1. Establish Promising Practices for Program Quality Assurance Efforts Working Group.	May 1, 2013
	8.2. Develop activities for 2014-2015 to compile promising practices for State Quality Assurance Efforts.	December 31, 2013

This 1-Year Plan will be updated annually and distributed to the SMSA Membership.

For more information, contact your SMSA Executive Committee Representative or visit the SMSA website at www.smsa.org.