

**Annual Plan of Work**

**January 1, 2023 – December 31, 2023**

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| Committee Name:  **Awards & Recognition Committee** | **Members:**  Jeremy Elliott-Engel, Chair (Western Region)  Lisa Kaslon, Co-Chair (NC Region) Rich Polling (Southern Region) |

| Please provide a brief scope of work of the committee. | The Awards & Recognition Committee is responsible for identifying and recognizing outstanding contributions by NAEPSDP members to the association and the profession. The committee’s key responsibilities include identifying and promoting awards and other forms of recognition for which members are eligible; reviewing and selecting applicants; presenting selected applicants to the board for review; and recognizing winners at the annual meeting. The Committee is made up of a Committee Chair, a Co-Chair, and committee members representing a broad cross-section of the paid membership of the association, including former award recipients when feasible. The Committee works closely with the Board, Regional Representatives and members to identify deserving individuals. |
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| Specific Item to Accomplish | Responsibility  (Names of people assigned to item) | Key Contact  (Person who will serve as a key contact for item) | Goal Date  (Anticipated completion date) |
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| Create Awards Committee 2023 Work Plan | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | March 1 |
| Update web site as needed with details for the awards (i.e. description of awards and qualifications, nomination form and process for submitting nominations) | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | March 28 |
| Contact regional representatives and committee members to encourage them to identify nominees for awards | All committee members | Elliott-Engel & Kaslon | June 1 |
| Distribute call for award nominations from committee | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | July 31 |
| Distribute three sequential reminders to membership. | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | August 8, 15, and 22 |
| Create nominee application reports for reviewers | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | August 29 |
| Send instructions, timeline, and scoring material to reviewers | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | September 7 |
| Review nominees for NAEPSDP Outstanding Contributor Award, Past Presidents’ Early Career Award, Excellence in Extension Staff Development Award. Notify Board of award recipients | All committee members | Elliott-Engel & Kaslon | September 7-October 2 |
| Notify NAEPSDP and JCEP awards recipients so that they can make plans to attend the Annual Meeting to receive their awards | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | October 3 |
| Notify JCEP of NAEPSDP’s selection for the Excellence in Staff Development Award | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | October 3 |
| Order awards | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | October 3 |
| Prepare for awards presentation at Annual Meeting | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | November 15 |
| Present awards during Annual Meeting  \*strategic plan item in recognizing outstanding members | Elliott-Engel & Kaslon | Elliott-Engel & Kaslon | December 1 |