

**Annual Plan of Work**

**January 1, 2019 – December 31, 2019**

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| Committee Name | Membership |
| Committee Members | Co-Chairs: Catie Croft and Todd Hurt (Southern Region Representative)  Members: Dagmar Derickson, Vikram Koundinya, Alda Norris (Marketing), Anna Porter, Paul Rickert, Amanda Rysz, Rebecca Sero (Western Region Representative) , Steve Siegelin, Cody Stone, Aly Valentine (Northeast Region Representative)  , Karen Vines, Cynthia Wilson-Willis (1890 Representative), Danae Wolfe (North Central Region Representative) , Rich Poling (Ex Officio) |

| Please provide a brief scope of work of the committee. | The Membership Committee is responsible for the following:   1. Recruitment of new members 2. Retention of current members 3. Welcome new members 4. Provide new member and/or regional activities at the national meeting 5. Contribute To the Newsletter (articles, member profiles, etc) 6. Create regional forums/experiences (virtually and/or in-person) for membership to share ideas, best practices, opportunities for collaboration. 7. Work collaboratively with the marketing committee to promote NAEPSDP to current and potential members |
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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) | Completion Date  (to be filled in when completed) |
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| **Establish Mentors for First-Time Conference Attendees**   * Invite Association members to be mentors for 1st time conference attendees. * At conference, mentors introduce themselves to 1st timers and 1st timers can learn about conference activities and procedures from mentor. * Mentors will also contact 1st timers prior to conference to answer questions and provide information.   Ask Conference Committee to include a response on the conference registration form to identify first-time attendees. | Rich will help | Catie, Cynthia | At the Annual Conference in December |  |
| **Writing Articles for Website and Newsletter**  Possible ideas for articles –   * Karen Vines, NAEPSDP’s eXtension Fellow, doing article on that. * Steve Siegelin, articles from past-presidents * Regional Reps do a member focus and committees to write about their activities   + Vikram will ask regional reps to do spotlights and committees to write about their roles and responsibilities   Coordinate efforts with the Marketing Committee. |  | Vikram | Have articles for each newsletter in 2019 |  |
| **Plan, Schedule and Conduct Multiple Member Chats**  Conducted during the year for informal conversations  When we push membership early in the year, focus on that time   * Possible themes for chats:   + What kind of deadlines to institutions have?   + Spring Cleaning * Staff Development * Evaluation * Extension Organizational Structures and Charts   + - First Chat Theme in April (Anna will moderate. Todd will set up and host Zoom session)   Identify members who will commit to being in the session | Todd will assist with Zoom | Anna | April – Oct. 2019 |  |
| **Marketing Committee Connection**  Coordinate communications with members and articles with the Marketing Committee (Matt Benge, Marketing Committee Chair)  Use Facebook and Semi-private Facebook group |  | Vikram | Throughout the year |  |
| **Provide 1st Time Attendee and Expertise/Interest Area Identifying Ribbons for Conference Attendees’ Name Tags**  Work with Conference Committee to help identify 1st time conference attendees and attendees’ self-identified expertise/interest area(s) on conference registration form | Todd will submit budget request include for 1st timer and expertise/interest area ribbons  <https://www.marcopromos.com/product/4-x-1-5-8-horizontal-ribbon-custom-title/h1-custom>  37 cents each custom 300 = roughly $120 plus shipping. | Catie | Dec. |  |
| **Create an Affiliate Membership Category**  Develop verbiage to amend the Association’s constitution and bylaws to create the new Affiliate Member category   * With Board approval, submit to Policy and Resolutions Committee for submission to membership at the 2019 annual conference   Develop policy statement(s) related to any restrictions placed on Affiliate members and for restrictions on the use of information from the membership database for commercial purposes or mass mailings. |  | Rich, Todd | May 21 |  |
| **Maintain Membership Management Records and Database**  Maintain membership database records in Wild Apricot database and the membership Excel spreadsheet.  Create a weekly backup copy of the Wild Apricot membership database. |  | Todd, Catie, Rich |  |  |

| Budget Request | $200 for Conference Name Tag Ribbons (1st Timers and Categorical ribbons) |
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***Submission instructions:***

* Rename the document with your committee name such as: 2019 Membership Committee Plan of Work.doc
* Post in the BOX, folder “2019 Committee Work Plans” or email to [jhuettem@purdue.edu](mailto:jhuettem@purdue.edu).