



**Annual Plan of Work
January 1, 2018 – December 31, 2018**

Committee Name	Resolution and Policy
Committee Members	Julie Robinson (Chair) Karen Ballard Aly Valentine

Please provide a brief scope of work of the committee.	The Resolution and Policy committee is charged with studying and researching on all major policy decisions to the Constitution and Bylaws, as well as the Operation Procedures. Members solicit, receive and review resolutions from the membership and develop and present resolutions to the membership for further action. The committee is responsible for and coordinates all necessary changes to the NAEPSDP Bylaws and Governance Policies.
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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)
Solicit updates to Constitution and Bylaws from members	Julie Robinson	Julie Robinson	June 15, 2018	
Update Constitution and By-laws	Entire Committee	Julie Robinson	August 1, 2018	
Create a rough draft of the Operating Procedures to present to board	Entire Committee	Julie Robinson	June 1, 2018	
Finalize the Operating Procedures Document	Entire Committee	Julie Robinson	October 1, 2018	

Budget Request	None.
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To add more lines, place curser after the last box of the last row. Hit "tab." Another row should appear.

Submission instructions:

- Rename the document with your committee name such as: Membershipplanofwork.doc
- Email document to siegelin@montana.edu and lamburmt@vt.edu.