

**Annual Plan of Work**

**January 1, 2021 – December 31, 2021**

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| Committee Name | 2021 Conference Committee |
| Committee Members | Cynthia Wilson-Willis, Latasha Ford, Matt Benge, Jeff Howard, Nancy Calix, Carrie Stark, Katy Gottwald, Rich Poling, Julie Huetteman, Mary Fran Soucie, Jared Morrison, Megan Kruger, John Diaz, and Diane Craig |

| Please provide a brief scope of work of the committee. | The NAEPSDP Conference Committee plans and conducts the program and activities for the NAEPSDP annual conference. The Conference Committee works closely with the Association Board in planning for the annual conference and the Marketing Committee to publicize the conference. Membership on the Conference Committee is open to all Association members. The President-Elect is an ex-officio member of the Conference Committee. |
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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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| Call for proposals | Proposal Committee | Matt | 6/1/2021 |  |
| Proposal selection and notifications | Proposal Committee | Matt | 9/1/2021 |  |
| Meal and break menus | Menu Committee | Cynthia | 6/1/2021 |  |
| Plan pre/post conference and evening activity options for 2021 NAEPSDP Conference. | Events/Activities Sub-committee | Latasha | 8/1/2021 |  |
| Plan and implement the program for the 2021 NAEPSDP Annual Conference. Communicate closely with Marketing Committee regarding this event. | Cynthia, Latasha, & Matt  -Subgroups:  (1) Proposal Sub-Committees  (2) IT/Tech Sub-Committee  (3) Marketing Committee (NAEPDSP)  (4) Menu Committee  (5) Events/Activities | Cynthia | 11/30/2021-12/2/2021 |  |
| Conference Evaluation | Proposal Committee | Matt | 12/15/2021 |  |
| New Members Reception | Events Sub-Committee | Cynthia & Latasha | 11/30/2021 |  |

| Budget Request | TBD (Uncertainty around format of conference – F2F, Hybrid, or Virtual) |
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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: 2020 Membership Committee Plan of Work.doc
* Post in the BOX, folder “2020 Committee Work Plans” or email to [jhuettem@purdue.edu](mailto:jhuettem@purdue.edu).