



Annual Plan of Work
January 1, 2021 – December 31, 2021

Committee Name	Membership
Committee Members	Co-Chairs: Catie Croft and Ken Jones (Southern Region Representative) Members: Vikram Koundinya, Alda Norris (Marketing), Rebecca Sero (Western Region Representative) , Cynthia Wilson-Willis (1890 Representative), Francine Sulinski (Northeast Region Representative), Teresa McCoy (North Central Region Representative) , Brad Sewell, Rich Poling (Ex Officio)

Please provide a brief scope of work of the committee.	The Membership Committee is responsible for the following: <ol style="list-style-type: none"> 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)
<p>Establish Mentors for First-Time Conference Attendees</p> <ul style="list-style-type: none"> • Invite Association members to be mentors for 1st time conference attendees • A reception for new members and First Timers will be held at the annual conference • Mentors will introduce themselves to 1st timers and 1st timers can learn about conference activities and procedures • Mentors will also contact 1st timers prior to conference to answer questions and provide information. • Membership committee will work with Conference Committee to include a response on the conference registration form to identify first-time attendees. 		Catie, Cynthia, Ken	At the Annual Conference in December	Ongoing
<p>Writing Articles for Website and Newsletter</p> <p>Possible ideas for articles –</p> <ul style="list-style-type: none"> • Regional Reps do a member focus and committees to write about their activities <ul style="list-style-type: none"> ○ Vikram will ask regional reps to do spotlights and committees to write about their roles and responsibilities ○ Membership Committee will coordinate efforts with the Marketing Committee. 		Vikram	Have articles for each newsletter in 2021	Dec 2021

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<p>Plan, Schedule and Conduct Multiple Member Chats</p> <p>Conducted during the year for informal conversations Host “Chat with Your Region” event</p> <ul style="list-style-type: none"> • Possible themes for chats: <ul style="list-style-type: none"> ○ How can the Association better serve members ○ Staff Development ○ Evaluation ○ Extension Organizational Structures and Charts 	Set up via ZOOM	Fran, Rebecca, Cynthia, Teresa, Ken	Aug 2021	
<p>Marketing Committee Connection</p> <p>Coordinate communications with members and articles with the Marketing Committee (Carrie Stark, Marketing Committee Chair)</p> <p>Use Facebook and Semi-private Facebook group</p>		Vikram, Alda	Throughout the year	ongoing
<p>Provide 1st Time Attendee and Expertise/Interest Area Identifying Ribbons for Conference Attendees’ Name Tags; provide gift bags for 1st Timers/New Members</p> <p>Work with Conference Committee to help identify 1st time conference attendees and attendees’ self-identified expertise/interest area(s) on conference registration form; committee members provide small</p>		Catie, Cynthia	Dec. 2021	Dec 2021

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tokens/items from states to include in the new members gift bag				
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.		Ken (in collaboration with Meredith Weinstein – NAEPSPD Treasurer)		ongoing

Budget Request	\$1000 for new member orientation/reception, refreshments, bags, etc.(1 st Timers/new members)
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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: 2021 Membership Committee Plan of Work.doc
- Post in the BOX, folder “2021 Committee Work Plans” or email to jhuettem@purdue.edu.