



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

Committee Name	Resolution & Policy
Committee Members	Julie Huetteman, Chair, remainder to be recruited as needed.

Please provide a brief scope of work of the committee.	The Resolution & Policy committee is charged with studying and researching on all major policy decisions to the Constitution & Bylaws, as well as the Operating 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 By-laws and Governance Policies. The Resolution & Policy Committee is made up of a Committee Chair (the president-elect), and members at large who are in good standing with the association. The Resolution & Policy committee must work closely with each of the other standing committees to accomplish their work.
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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)
1. Compile updated documents from 2020 - (1) Constitution & Bylaws, and (2) Operating Procedures - and post on the NAEPSDP website.	Huetteman	Huetteman	February 1, 2021	
2. Review the Constitution & Bylaws and Operating Procedures documents to	Huetteman	Huetteman	June 30, 2021	

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)
determine if changes or updates are needed				
3. Recruit committee members as appropriate.	Huetteman	Huetteman	When needed	
4. Develop recommendations for changes or updates to the organizational documents.	Huetteman with committee members	Huetteman	August 31, 2021	

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.

<p><b>Submission instructions:</b></p> <ul style="list-style-type: none"> <li>• Rename the document with your committee name such as: 2020 Membership Committee Plan of Work.doc</li> <li>• Post in the BOX, folder “2021 Committee Work Plans” or email to catherine.croft1@kysu.edu.</li> </ul>
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