

**Annual Plan of Work**

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

|  |  |
| --- | --- |
| Committee Name:  **Awards & Recognition Committee** | **Members:**  Amanda Rysz, Co-Chair (NC Region)  Vikram Koundinya, Co-Chair (Western Region)  Rich Polling (Southern Region)  Beth Flynn (NC Region)  Laura Akgerman (NC Region) |

| Please provide a brief scope of work of the committee. | The Awards & Recognition Committee is responsible for identifying and recognizing outstanding contributions by NAEPSDP members to the association and the profession. The committee’s key responsibilities include identifying and promoting awards and other forms of recognition for which members are eligible; reviewing and selecting applicants; presenting selected applicants to the board for review; and recognizing winners at the annual meeting. The Committee is made up of a Committee Chair, a Co-Chair, and committee members representing a broad cross-section of the paid membership of the association, including former award recipients when feasible. The Committee works closely with the Board, Regional Representatives and members to identify deserving individuals. |
| --- | --- |

| 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) |
| --- | --- | --- | --- |
| Promote and encourage members to apply for eXtension Fellowships. | Amanda Rysz & Vikram Koundinya | Vikram Koundinya | March 1- March 31 |
| Create Awards Committee 2020 Work Plan | Amanda Rysz & Vikram Koundinya | Vikram Koundinya | March 1 |
| Update web site as needed with details for the awards (i.e. description of awards and qualifications, nomination form and process for submitting nominations) | Amanda Rysz & Vikram Koundinya | Vikram Koundinya | April 1 |
| Contact regional representatives and committee members to encourage them to identify nominees for awards | All committee members | Amanda Rysz | July 1 |
| Distribute call for award nominations from committee | Amanda Rysz & Vikram Koundinya | Amanda Rysz | July 31 |
| Distribute three sequential reminders to membership. | Amanda Rysz & Vikram Koundinya | Amanda Rysz | August 13, 20, and 27 |
| Create nominee application reports for reviewers | Amanda Rysz & Vikram Koundinya | Amanda Rysz | September 4 |
| Send instructions, timeline, and scoring material to reviewers | Vikram Koundinya | Vikram Koundinya | September 7 |
| Review nominees for NAEPSDP Outstanding Contributor Award, Past Presidents’ Early Career Award, Excellence in Extension Staff Development Award. Notify Board of award recipients | All committee members | Amanda Rysz | September 7-October 2 |
| Notify NAEPSDP and JCEP awards recipients so that they can make plans to attend the Annual Meeting to receive their awards | Amanda Rysz | Amanda Rysz | October 5 |
| Notify JCEP of NAEPSDP’s selection for the Excellence in Staff Development Award | Amanda Rysz | Amanda Rysz | October 5 |
| Order awards | Amanda Rysz | Amanda Rysz | October 5 |
| Prepare for awards presentation at Annual Meeting | Amanda Rysz & Vikram Koundinya | Amanda Rysz & Vikram Koundinya | November 15 |
| Present awards during Annual Meeting | Amanda Rysz & Vikram Koundinya | Amanda Rysz & Vikram Koundinya | December 2 |

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 [NAEPSDP](mailto:kballard@uaex.edu) President