



Annual Plan of Work
January 1, 2022 – December 31, 2022

Committee Name: Awards & Recognition Committee	Members: Amanda Rysz, Co-Chair (NC Region) Jeremy Elliott-Engel, Co-Chair (Western Region) LaJoy Spears (Western Region) Anil Kumar Chaudhary (Northeast Region) Andree' Walker Bravo (Western Region) Nancy Calix (1890s)
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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.
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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)
Create Awards Committee 2021 Work Plan	Amanda Rysz	Amanda Rysz	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	Amanda Rysz	March 28
Contact regional representatives and committee members to encourage them to identify nominees for awards	All committee members	Amanda Rysz	June 1
Distribute call for award nominations from committee	Amanda Rysz	Amanda Rysz	July 31
Distribute three sequential reminders to membership.	Amanda Rysz	Amanda Rysz	August 8, 15, and 22
Create nominee application reports for reviewers	Amanda Rysz	Amanda Rysz	August 29
Send instructions, timeline, and scoring material to reviewers	Amanda Rysz & Jeremy Elliott-Engel	Amanda Rysz	September 7
Review nominees for NAEPSPD 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 NAEPSPD and JCEP awards recipients so that they can make plans to attend the Annual Meeting to receive their awards	Amanda Rysz & Jeremy Elliott-Engel	Amanda Rysz	October 3
Notify JCEP of NAEPSPD's selection for the Excellence in Staff Development Award	Amanda Rysz	Amanda Rysz	October 3
Order awards	Amanda Rysz	Amanda Rysz	October 3
Prepare for awards presentation at Annual Meeting	Amanda Rysz & Jeremy Elliott-Engel	Amanda Rysz & Jeremy Elliott-Engel	November 15

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)
Present awards during Annual Meeting <ul style="list-style-type: none"> Recognize members for outstanding achievement and contributions to the profession. <i>(Awards Committee)</i> Recognize members for outstanding achievement and contributions to the profession. <i>(Awards Committee)</i> 	Amanda Rysz & Jeremy Elliott-Engel	Amanda Rysz & Jeremy Elliott-Engel	December 1

Budget Request	\$2,550
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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 [NAEPSDP](#) President