



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

Committee Name	Membership
Committee Members	Co-Chairs: Brad Sewell & Terrance Wolfork Regional Reps: Adeola Ogunade (NE Rep), Lisa Kaslon (NCR Rep), Marina Denny (S Rep), Lendel Narine (W Rep), Cynthia Wilson-Willis (1890s Rep) Members: Ken Jones, Robin Ertz, Teresa McCoy (Pres-Elect), Meredith Weinstein (Treasurer)

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. Welcoming of new members 4. Providing new member activities at the national meeting 5. Having exhibits at other appropriate conferences 6. Recruiting members for involvement in presenting webinars, contributing to e-newsletter, and new member profiles.
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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)
Special Interest Group (SIG) Roundtables at 2022 Conference <i>(Strategic Plan Goal 1)</i>				
• Define what is meant by SIGs (job functions, Strategic Plan Goals, other)	Membership Committee	Lisa Kaslon / Robin Ertz	July	

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<ul style="list-style-type: none"> Finalize what SIG Roundtable discussion look like in execution and share with Conference Committee 	Membership Committee <i>(w/connection to Conference Committee)</i>		November	
<ul style="list-style-type: none"> What is needed to make this happen at conference? (Moderators, notetakers, etc.) 	TBD <i>(w/connection to Conference Committee)</i>		2022 Conference	
Marketing Committee Connection <i>(Strategic Plan Goal 2)</i>				
<ul style="list-style-type: none"> Introduce new members to Association 	Regional Reps	Adeola Ogunade / Lendel Narine	Ongoing	
<ul style="list-style-type: none"> Solicit conference proposals from regional membership 	Regional Reps <i>(w/connection to Conference Committee)</i>		March – May	
Explore best methods to encourage feedback from members <i>(Strategic Plan Goal 2 & 4)</i>				
<ul style="list-style-type: none"> Coordinate with other committees to keep efforts intentional and minimize duplication 	Brad Sewell	Brad Sewell	Ongoing	
Communication with LGI Deans and Directors <i>(Strategic Plan Goal 3)</i>				
<ul style="list-style-type: none"> Communicate membership in good standing deadline 	Regional Reps <i>(w/support from Marketing Committee)</i>	Brad Sewell/Terrence Wolfork	Monthly through June 30	
Mentors assigned for First-time Conference Attendees <i>(Strategic Plan Goals 3 & 4)</i>				
<ul style="list-style-type: none"> Refine and formalize clear expectations of Mentors 	Membership Committee	Ken Jones	July	
<ul style="list-style-type: none"> Encourage current mentors to make mentees aware of Learning and Professional development opportunities within NAEPSPD 	Current Mentors		Ongoing	

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<ul style="list-style-type: none"> Encourage new members to contribute to 2022 Conference 	Current Mentors		August	
Recruiting and Retention <i>(Strategic Plan Goal 4)</i>				
<ul style="list-style-type: none"> Promote NAEPSPD membership to colleagues at LGI, professional conferences, list-servs 	Regional Reps <i>(w/support from Marketing Committee)</i>	Brad Sewell	On going	
<ul style="list-style-type: none"> Contact lapsed members to encourage them to stay “in good standing” 	Regional Reps	Brad Sewell	Monthly - June	
<ul style="list-style-type: none"> Request that current members contact lapsed members at their institution to encourage them to pay membership before June 30 and provide feedback if not interested in continuing membership 	NAEPSPD Members/Regional Reps	Terrence Wolfork	June	
Conference Activities <i>(coordinated w/ Conference Committee)</i> <i>(Strategic Plan Goal 4)</i>				
<ul style="list-style-type: none"> Nametags identifying 1) first time attendees, and 2) all attendees expertise/SIG/TBD 	TBD	Terrence Wolfork/ Brad Sewell	November	
<ul style="list-style-type: none"> New Member gift bags 	TBD		November	

Budget Request	\$1,200 new member reception at 2022 Conference (refreshments, welcome bags, etc.)
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Submission instructions:

- Rename the document with your committee name such as: 2022 Membership Committee Plan of Work.doc
- Post in the BOX, folder “2022 Committee Work Plans” or email to jhuettem@purdue.edu.