



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

Committee Name	Policy & Resolutions
Committee Members	Teresa McCoy, Chair, remainder to be recruited as needed.
Please provide a brief scope of work of the committee.	The Policy & Resolutions 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.

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. Review the Constitution & Bylaws and Operating Procedures to be familiar with documents and able to answer questions and to ensure all are updated and on the web site	McCoy	McCoy	March 30, 2022	April 11, 2022

2. Lead the development of charters for the Finance, Nominating, & Policy and Resolutions Committee as required by Section 4 of the NAEPSPD Constitution.	McCoy and Committee Chairs	McCoy	June 1, 2022	To be approved at the 2022 Annual Meeting.
3. Prepare a document that contains all motions approved by the board in 2022.	McCoy	McCoy	December 2022	
4. Collect any proposed discussion and change items at monthly meetings concerning the Constitution & Bylaws and determine if changes or updates are needed.	McCoy	McCoy	On going in 2022	
5. Recruit committee members as appropriate.	McCoy	McCoy	When needed	
6. Develop recommendations for changes or updates to the organizational documents and present to board.	McCoy and Board	McCoy	September 2022	
7. Send any proposed changes to the Constitution and Bylaws recommended by the board to the membership at least 30 days prior to the annual meeting.	McCoy	McCoy	November 1, 2022	To be approved at the 2022 Annual Meeting.

Budget Request	None
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Submission instructions:

- Rename the document with your committee name such as: 2020 Membership Committee Plan of Work.doc