

ACTION PLAN 2025

Committee: _____ **Webinar** _____

Vice President: Susan Moore, VP for Professional Development

Committee Chair: _____ **Crystal Terhune (MD)** _____

Committee Chair-elect: _____ **Candace Heer (OH)** _____

Committee Apprentice: _____ **Theresa Jones (AL)** _____

Committee Past Chair: _____ **Lauren Weatherford (WV)** _____

Strategic Plan Goal:

Provide innovative, relevant professional development opportunities via online webinars for NEAFCS members.

Committee Goal:

Provide innovative, relevant professional development opportunities via online webinars for NEAFCS members on a timely basis.

Objectives:

- Solicit webinar session proposals.
- Review each proposal using NEAFCS online submission system.
- Select presentations for online presentation for members.
- Market approved webinars through NEAFCS venues.
- Remind members about NEAFCS webinars

| What? (action steps) | Responsible for (specific name) | When? (specific date) |
|--|------------------------------------|--------------------------|
| 1. Solicit webinar proposals from members. Maximum of 10 in-person annually. Will need to schedule approved sessions in order of priority. <u>Pre-approved sessions</u> (set date 1 month after annual session for request deadline): <ul style="list-style-type: none"> • Annual session proposals meet the minimum score who indicated that they would like to present a national webinar. • National Award winners • NEAFCS Committee presentations <u>In need of review:</u> <ul style="list-style-type: none"> • Invite those who were not able to attend Annual Session to vote for sessions they would have liked to | All Committee Members VPPD | Ongoing |

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| | <p>attend, then invite those presenters to present a webinar.</p> <ul style="list-style-type: none"> • Invite partner members and sponsors whose work aligns with Extension for "Partner Spotlight" webinars. • "Hot Topics" • General membership submission <p><u>Pre-recorded option</u> to be posted to archive. Also, must be submitted and reviewed to be accepted.</p> | | |
| 2. | <p>Recruit members for Webinar Committee</p> <ul style="list-style-type: none"> • Encourage state VPs for Professional Development to join and recruit other state members via reminder emails. • Use NEAFCS Network newsletter to recruit potential members - see committee article schedule. • Use NEAFCS website to recruit. | All Committee Members VPPD | Ongoing |
| 3. | <p>Recruit additional Webinar Series Reviewers.</p> <ul style="list-style-type: none"> • Via NEAFCS Network • Via state affiliates • Provide QR Code requesting webinar reviewers (name, email, specialization, region) and any other information we might want to gather • Provide benefits for serving as a reviewer or committee member | All Committee Members VPPD | Ongoing |
| 4. | <p>VPPD will send out webinar proposals for review. Members will review and select webinars for 2023-24 utilizing process similar to concurrent/showcase selection:</p> <ul style="list-style-type: none"> • Check for online proposal submissions. • Online review process. • 3 reviewers for each proposal. • 1 reviewer per region, but not from the same state as applicant. • Must have an average score of 80 or higher to be eligible. • Prepare schedule; include a variety of topics and minority options. • Review program tracks and make recommendations for next year. | <p>All Committee Members</p> <ul style="list-style-type: none"> • see separate sheet with those who signed up to review. • Preferences given to listed areas of expertise would like to review: <u>Content Areas:</u> • Health and Well-being • Technology • 4-H and Youth Development • Environmental Health and Sustainability • Food and Nutrition | Ongoing |

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| | Provide evaluative feedback to members submitting proposals selected and non-selected proposals. | <ul style="list-style-type: none"> • Economic and Workforce Development • Financial Health and Capability • Lifespan Development and Family Relationships • Trending Topics • Education, Leadership, and Diversity | |
| 5. | <p>Schedule Webinars (timely)</p> <ul style="list-style-type: none"> • Invite presenters of accepted proposals • Schedule with National Office 1:00 pm EST or after if possible, allowing for time zone adjustment. <ul style="list-style-type: none"> ○ Submit presentation announcement (include all time zones) for website and NEAFCS <p>Network to VP</p> <ul style="list-style-type: none"> • Identify host for webinar (notify National Office); Webinar Host Guidelines • Thank presenter after webinar | <ul style="list-style-type: none"> • Justin Mischler will schedule webinars after review process is complete and has met requirements. • VPPD will notify authors and Justin Mischler if accepted or if not accepted and provide comments to them. • Members of committee can serve as hosts and responsible for thanking presenters after webinar | <p>Ongoing</p> <ul style="list-style-type: none"> • Two months in advance to allow for publicity. |
| 6 | Webinars are available for viewing anytime on website. | Justin Mischler will archive all webinars | Ongoing |
| 7. | <p>Prepare sub-committee reports</p> <ul style="list-style-type: none"> • Mid-Year • End of Year Report | VPPD | Approximately - March 2024, early August 2024 |
| 8. | Build awareness of professional development opportunities. Submit short article for NEAFCS Network to VP for Professional Development by the first of each month. | Members are welcome to write short articles. | Ongoing |
| 9. | Encourage members to recruit using online letter that members can use to send to people for recruiting for proposals | All members | Letter to recruit webinars .pdf (memberclicks.net) |
| 10. | Send out committee updates to the committee e-list during the year about what the Committee is doing and/or could do. | Chair VPPD | Every three months or more |