



Plan of Work

North Carolina Extension
Association of Family and
Consumer Sciences

Name of Committee or Officer Position: **Nominating Committee**

November 2020 – October 2021
(month/year) – (month/year)

OBJECTIVES:

1. To attend all Executive Board Meetings and the Annual Session Board Meeting and Business Meeting in an advisory capacity and as Parliamentarian.
2. To produce a slate of officers for the upcoming year based on recommendations from the district. All nominated officers shall be contacted prior to Annual Session.

PLAN OF ACTION:

WHO	WHAT	WHEN
State Chair Responsibilities	<ol style="list-style-type: none"> 1. Prepare Plan of Work (POW). 2. Send POW to Webmaster for posting to website. 	November 1
	<ol style="list-style-type: none"> 1. Review parliamentary procedures. 2. Prepare for mid-year board meeting. 	January
	<ol style="list-style-type: none"> 1. Work with committee to prepare slate of officers. 2. Prepare for Annual Session Board Meeting and Business Meeting. 3. Prepare Annual Report. 4. Send report to Webmaster for posting. 	Prior to Annual Meeting

District Responsibilities	1. Review parliamentary procedures.	Prior to Spring and Fall District Meetings
	1. Serve on the nominating committee; make recommendations for upcoming slate of officers.	Prior to Annual Meeting

COMMITTEE MEMBERS:

State Chair - Tracy Davis

North Central - Carmen Long

Northeast - Dominique Simon

West - Renay Knapp

South Central – Alyssa Anderson

Southeast - Kelly Tyndall

PLAN OF WORK SUBMITTED BY:

Tracy Davis, Chair Nominating Committee, Past President/Counselor, Parliamentarian NCEAFCS