



Plan of Work

North Carolina Extension
Association of Family and
Consumer Sciences

Name of Committee or Officer Position: Member Resources & Historian

November 2021 – October 2022

OBJECTIVES:

1. To acknowledge and celebrate personal and professional accomplishments (Graduations, Professional Development Accomplishments, Births, Passings, Retirements, and Marriages) of current and retired NCEAFCS members
2. To keep account of records of NCEAFCS memberships, retirements, and passings.
3. To save and cherish memories of NCEAFCS members at meetings, events, and conferences through photo or video records.

PLAN OF ACTION:

WHO	WHAT	WHEN
State Chair Responsibilities	1. Prepare Plan of Work (POW) . 2. Send to the webmaster for posting to the website.	November 1
	1. Prepare for mid-year board meeting.	January
	1. Prepare Annual Report . 2. Send to webmaster for posting.	June 1 July 1

District Responsibilities	Collect records of updates from NCEAFCS members. Share them at meetings and keep a digital copy in your district's drive folder after meetings.	Spring/Fall 2022
	Update Member Retirement database in drive folder.	Spring/Fall 2022
	Work with district treasurer or leadership on gifts for celebrations or cards for remembrances.	Spring/Fall 2022
	Take pictures of members at district or state meetings for the historian position.	Spring/Fall 2022

COMMITTEE MEMBERS:

State Chair - Marcus McFarland (Union)

West - Kim Terrell (Macon)

North Central - Ashley Beard (Yadkin)

South Central - Roshunda Terry (Anson)

Northeast - Louise Hinsley (Beaufort)

Southeast - Sarah Ware (Jones/Onslow)

PLAN OF WORK SUBMITTED BY: Marcus McFarland