



Plan of Work

Vice President of Professional Development & Recognition

November 2021 - October 2022

North Carolina
Extension
Association of
Family and Consumer
Sciences

Objectives

1. To inform members about the Professional Development and Recognition program and promote it.
2. To encourage qualified members to submit applications for awards and share information about their professional development accomplishments.
3. To develop and implement a plan of action which addresses issues related to awards.
4. To coordinate the awards application procedure and judging.
5. To recognize NCEAFCS members for outstanding leadership, innovative programming, dedicated service and achievements.
6. To provide Co-Chairs and District VPs with guidance about their duties.
7. To organize a system containing information pertinent to our committee and its budget.
8. To increase members' knowledge of opportunities for professional development through formal study, workshops, seminars, and distance learning.
9. To encourage exchange of research findings between districts, and from state and national levels.
10. To encourage attendance to the NEAFCS meeting.

Plan of Action

Who	What	When Due
RECOGNITION (AWARDS)		
State VP	<ul style="list-style-type: none"> • Review Plan of Work and make changes and updates. • Send POW to District VPs. • Send POW to State Association President. 	December 3, 2021
State VP	<ul style="list-style-type: none"> • Send out awards notification to members. • Encourage committee members to send an announcement to their district about awards process. • Provide committee with awards procedures document. 	December 10, 2021
State VP	Submit NEAFCS National Committee/Task Force Application, in order to have a link to the National Committee for awards information	December 31, 2021
State VP District VPs	Send reminders to members about awards applications and dates.	Dec. 2021- Jan. 2022
State VP	Select Committee Co-Chairs	January 20, 2022
District VPs	• Receive from district members individual State Awards applications either via email or postmarked US Mail.	January 30, 2022

	<ul style="list-style-type: none"> Receive from district members National Awards information including Agent's name(s), award name, County, Extension District & date award was submitted online. 	
District VPs	District VPs will fill Award Summary form provided and upload district award applications into assigned folders.	February 6, 2022
District VPs State VP	Committee will initiate awards judging process. District VPs will receive state award application files, link for national awards and corresponding judging sheets.	February 14, 2022
District VPs	District VPs will send judging sheets to assigned committee Co-Chair. In the event of a tie, the State VP will review applications and select a winner.	February 21, 2022
Committee Co-Chairs	Co-Chairs will upload judging sheets into shared Google Drive folder and add names of winners 2020 District Award Winner Sheet (accessible only to co-chairs).	March 1, 2022
State VP	<ul style="list-style-type: none"> State VP will notify all applicants of their award status. Send congratulatory notice to award winners and a copy of the notice to their county and district director. Inform state winners that national awards may be edited for any improvements suggested on judging sheets up until the March 15, 2022 deadline. 	March 3, 2022
	Send list of winners to NCEAFCS State President and to Family and Consumer State Program Leaders. No announcement of winners is to be made to membership or public until after State Meeting.	March 10, 2022
	Request letters of support from the Family and Consumer Sciences State Program Leaders, to be sent with applications to national judging for awards mentioned in State VP duties.	March 10, 2022
	Submit State Winner form online to NEAFCS.	March 30, 2022
	Send awards' information to the host district of all state award winners for the printed program for the Annual State Session.	April 8, 2022
	Order appropriate plaques, crystals or acrylics selected by the State VP and approved by the Professional Development and Recognition Committee.	A month and half a month before State Session.
	Send award winners, county and district director about state meeting award banquet information.	When banquet information is available.

Who	What	When Due
PROFESSIONAL DEVELOPMENT cont.		
State VP	Find information about Certified Family and Consumer Sciences (CFCS) and how to apply for PDU's for those with are certified. If applicable to NCEAFCS members, share the information with them.	May 23, 2022
District VPs	Encourage members to share research they have done or have read about with other members at your District Meetings. Ask them to prepare an abstract of their research to share	June 1, 2022

	with other agents at the next state meeting. Send abstracts to State VP.	
	Share information of those completing advanced degrees and/or certifications with the State VP.	June 10, 2022
	Encourage members to share through the FCS mail group any books or articles they read that would be useful to other agents.	Throughout the year
	Submit a yearly report of district accomplishments to the State Vice President for Professional Development.	June 10, 2022
State VP	Find information from the NEAFCS for scholarship opportunities to attend the National Annual Session and share with membership.	Date based on NEAFCS communications
	Recognize current members who have attained the following with a small gift at NCAEFCS Annual Business Session <ul style="list-style-type: none"> • An advanced degree (bachelors, masters, PhD) • A graduate level/for-credit continued education certificate from a college/university • Title Promotion (Other accomplishments can be recognized at district meeting)	Date of annual session
	Send a reminder to the FCS mail group about the Leadership Development Sessions held during the State Session with details about them.	A month and half a month before State Session.
	Compile district accomplishments and share with VPs State Annual Report with association's web master.	2 wks. after State Session ends

General Responsibilities

District Vice Presidents

The District Vice Presidents of Professional Development and Recognition are an essential part of the association efforts to recognize members for their professional work and their advancement efforts in the profession. Below are the general duties of your position.

1. Familiarize yourself with the Plan of Work, Plan of Action included in this document, the NEAFCS general eligibility requirements and Awards application information and North Carolina's procedures for submitting awards for the year.
2. Throughout the year, inform and promote professional development and recognition (awards) opportunities program among district members.
3. Be aware of the due dates for awards submission and professional development sharing.
4. Encourage district members to pursue different options for professional development and career advancement, and share their achievements in a timely fashion. (NCSU employees may be eligible to receive tuition waivers for courses taken at [University of North Carolina System Institutions](#))
5. Share with members the eligibility requirements for applying for awards.
6. Encourage eligible district membership to apply for awards.

7. Encourage agents who have received awards and may not be applying for one to work with those who have not received awards and assist them in applying for an award.
8. Ask former award winners to help members fill out award applications if possible.
9. Review state award applications from your district for completeness.
10. Work along with State VP and committee Co-Chairs in judging all award applications. If a member of the Awards Committee submits an award, the State VP along the rest of the committee, will judge that award in place of that member to avoid any conflict of interest in judging.
11. Recognize district State Award winners at a district association meeting/gathering **after** the State Session happens. Recognize National Awards Winners at a District Association meeting/gathering **after** the National Session happens.
12. Keep an efficient permanent record system (that could be passed to the next district VP of Professional Development and Recognition) of Agents in your district that receive recognition for their professional development achievements and awards. Update these records each year and before passing them on to the incoming District VP.
13. Submit reimbursement requests (along with receipts) to the District President for approval for reimbursement of expenses for mailing district applications when applicable.
14. Ask district members to send you any information they receive about opportunities for seminars, workshops, and others that can enhance their colleagues' professional development.
15. Share information with members through the FCS mailing list or send it to the State VP about upcoming seminars, workshops, or other professional development opportunities that could be beneficial to them.
16. Encourage attendance to the national NEAFCS Annual Session. Look for the possibility of your District giving a partial scholarship to a first-time attendee who does not receive county support.
17. Encourage members to share through the FCS mail group any books or articles they read that would be useful to other agents.

State Co-Chairs

1. Support state VP with award applications' process.
2. Assist the State Vice President of Professional Development and Recognition in recognizing award winners at state meeting.
3. Submit reimbursement requests (along with receipts) to the State Vice-President of Professional Development and Recognition to be forwarded to the State President for reimbursement approval of mailing expenses when applicable.

State Chair

1. Chair the Professional Development and Recognition Committee and serve as liaison between the committee and the State Executive Board.
2. Assign two District VPs as Co-Chairs to help with the awards' judging process.
3. Present a proposed budget before leaving the Annual State Meeting.
4. Provide District Vice Presidents with the needed information for their Fall/Winter district meeting reports after the state and national meeting have concluded.

5. Notify the NC Agricultural Foundation via e-mail of the contact information for the current NCEAFCS State Vice President Professional Development and Recognition, as the contact person for the Ada Dalla Pozza Professional Development Endowment.
6. Request membership list from State NCEAFCS Treasurer by January 15, 2022.
7. After receiving all judging sheets and award winners sheet verify score sheets and compile list of state winners.
8. Request letters of support from the Family and Consumer Sciences State Program Leaders, to be sent with applications to national judging for the following awards - Greenwood Fellowship, Grace Frysinger Fellowship, Distinguished Service, Continued Excellence, NAEFCS Extension Educator of the Year, Florence Hall, New Professional, Mary W. Wells Memorial Diversity Award, and Community Partnership.
9. Order appropriate plaques, crystals or acrylics selected by the State VP and approved by the Professional Development and Recognition Committee (approved at Executive Board Meeting, January 11, 2016). All Cooperative Extension team members who are members of NEAFCS will receive the appropriate plaque, crystal or acrylic. Certificates will be given to second place winners. Certificates will be given to all others first place winners (Extension employees that are not members of NEAFCS or non-extension employees (approved at Annual Meeting, 1999). If NEAFCS members wish to purchase plaques, crystal or acrylics for non-members this may be done with advance notice to the State VP of Professional Development and Recognition. These may be purchased at the cost of the plaque, crystal or acrylic and paid for in advance directly to the State Treasurer.
10. Contact the host district prior to the Annual State Meeting to verify the agenda, photography opportunities, registration recommendations for invited guests, and the presentation of awards. Notify award winners of details of the awards presentation and ask for names of winners and their guests who plan to attend state meeting. Be sure to determine if there is an additional cost for more than one banquet guest accompanying awardee. Once compiled, send this list to the host district for seating arrangements.
11. Upon notification from NEAFCS, announce national winners to awards committee, State President and FCS State Program Leaders. Congratulate National winners and notify administration to encourage financial support for attending national meeting. National rules prohibit any public announcement of National or Regional winners until after the National meeting.
12. Organize the presentation of awards and recognize the winners (and guests) at the State Meeting. The host district is responsible for decorating, inviting speakers/guests, and layout of ceremony. Professional Development and Recognition State VP is only responsible for coordinating presentation of awards.
13. Notify NC Agricultural Foundation of winner for the Ada Dalla Pozza Award and request check. Notify Extension Administration (State Extension Awards Committee) of winner for inclusion in the awards presentation of Extension's Annual Conference.
14. Contact State Association President to order corsages for national winners to wear at the National Meeting Awards Banquet. (This item is subject to change based on recommendations from association and available budget.)

15. Keep accurate and detailed records of Professional Development and Recognition activities and expenses.
16. Submit reimbursement requests (along with receipts) to the State's Association President for approval. **Forms for requesting reimbursement can be accessed via the association's web page.
17. Keep a permanent record of agents who have received association awards and honors.
18. Submit an annual report and present annual report at the State Business Meeting.
19. Organize Awards & Recognition Files and transfer the records to the incoming State Vice President of Professional Development & Recognition during annual training session at State Meeting.
20. Send state and national winners' information to association's webmaster for posting. Remind the association's page webmaster to post awards winners information after the national meeting has concluded.
21. Ask Extension Specialists to share throughout the year upcoming Extension and non-Extension workshops and seminars that would be of interest to members.

2020 NCEAFCS Professional Development and Recognition Committee:

State Vice President: Ivelisse Colón, Chair, Orange County

District Vice Presidents:

North Central	Savannah Moore, Stokes County
Northeast	Regina Moseley, Nash County
South Central	Marcus McFarland, Union County
Southeast	Shelina Bonner, Greene County
West	Tracy Davis, Rutherford County

2022 NEAFCS National Awards (As in National Awards Manual)	
Community Partnership Award	Innovation in Programming Award
Continued Excellence Award	Innovative Youth Development Programming Award
Distinguished Service Award	Marketing Package Award
Early Childhood Child Care Training Award	Mary W. Wells Memorial Diversity Award
Educational Curriculum Package Award	Master FCS Volunteer Program Award
Environmental Education Award	Past Presidents' New Professional Award
Excellence in Teamwork Award	Program Excellence Through Research Award
Excellence in Multi State Collaboration Award	School Wellness Award
Extension Disaster Education Award	SNAP-Ed/EFNEP Educational Program Award
Extension Educator of the Year	Social Media Education Award
Extension Housing Outreach Award	Communications Awards (VARIOUS)
Family Health & Wellness Award	• Communications Newsletters Award
Financial Management in Memory of Dean Don Felker Award	• Communications Written Media Award

Florence Hall Award	• Communications Radio/Podcast Program Award
Food Safety Award	• Communications Television/Video Program Awards
Greenwood Frysinger Award	• Communications Educational Publications Awards
Human Development/Family Relationships Award	• Communications Internet Education Technology Award
2022 NCEAFCS State Awards	Extension Awards (different due dates)
Early Career Award	NCCE Search for Excellence Award (3 awards for FCS per year)
Youth Awards	NCJCEP Leadership & Service Recognition Award
	Ada B. Dalla Pozza Professional Development Award**

** The **Ada Dalla Pozza Award** will not be included in the NCEAFCS call for awards. It will be included in the Extension call for awards and judged by the NCEAFCS Professional Development and Recognition Committee.

Submitted By,
Ivelisse Colón, 2021-2022 State VP for Professional Development & Recognition

Updated 12/2021