



**State Vice President of Professional
Development & Recognition Plan of
Work
November 2023 - October 2024**

**North Carolina
Extension
Association of
Family and Consumer
Sciences**

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• Objectives

The Office of Professional Development and Recognition has the duty to:

1. Inform members about and promote the Professional Development and Recognition program.
2. Encourage qualified members to submit applications for awards and share information about their professional development accomplishments.
3. Develop and implement a plan of action that addresses issues related to the office's duties.
4. Coordinate the awards application and judging process at the state level based on national and state procedures.
5. Recognize NCEAFCS members for outstanding leadership, achievements, innovative programming, and dedicated service.
6. Provide guidance to Co-Chairs and District Vice Presidents about their duties.
7. Organize a system containing information pertinent to our committee and its budget.
8. Increase members' knowledge of opportunities for professional development through formal study, workshops, seminars, and distance learning.
9. Encourage exchange of FCS research between districts, and from state and national levels.
10. Encourage attendance to the NCEAFCS and the NEAFCS meetings.
11. Encourage members to apply for Concurrent Sessions and Showcase of Excellence.

12. Communicate with administrators at Extension's county and district level to encourage financial support of members to attend state and national meetings.

- **General Responsibilities**

The committee for this office is composed of the District Vice Presidents and the State Vice President of Professional Development and Recognition. We are an essential part of the association's efforts to recognize members for their professional work and advancement in the profession. Below are the main responsibilities of your position.

- **District Vice Presidents**

1. Familiarize yourself with this Plan of Work, calendar dates, the NEAFCS general eligibility requirements for awards application, and North Carolina's procedures for submitting awards.
2. Throughout the year, inform and promote this professional development and recognition program among district members.
3. Be aware of the due dates for awards submission and professional development sharing.
4. Encourage district members to pursue professional development and career advancement opportunities, 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. Encourage eligible district membership to apply for awards.
6. Encourage your district's award winning agents to assist others with the award application process, proofreading, and share tips to increase their probability to win.
7. Review state award applications from your district for completeness.
8. Work along the Awards Committee to judge all award applications. If a member of the Awards Committee submits an award application, the State VP along with the rest of the committee, will judge that award in place of the member to avoid any conflict of interest.
9. Assist the State Vice President of Professional Development and Recognition in recognizing award winners at the state meeting as needed.
10. Recognize your district's State Award and National Awards winners at a district association meeting/gathering **after** the State National Conferences happen.
11. 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.

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12. District records and working files shall be forwarded to the successor immediately following the National Annual Session (per NEAFCS Policies and Procedures) and by November 1st of the transitioning year.
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 share with you information they receive about opportunities for seminars, workshops, and others that can enhance their colleagues' professional development.
15. Share information with district members and the State VP so it can be forwarded to other members.
16. Encourage members to share through the FCS mail group any books or articles they read that would be useful to other agents.
17. Encourage attendance to the NCEAFCS and the NEAFCS meetings.

18. Look for the possibility of your District giving a partial scholarship to a first-time national attendee who does not receive county support.

○ **State Co-Chairs**

Two District VPs State will be selected as Co-Chairs when needed.

1. Support state VP with award applications' process as needed.
2. Submit reimbursement requests (along with receipts) when applicable to the State Vice-President of Professional Development and Recognition to be forwarded to the State President for reimbursement approval of awards mailing expenses when applicable.

○ **State Chair**

1. Chair the Professional Development and Recognition Committee, which includes the State VP and the District VPs for this office.
2. Serve as liaison between the committee and the Association's State Executive Board.
3. Coordinate the judging of state and national award applications.
4. Decide on the judging structure that better fits the timely judging of awards. (i.e. all District VPs will judge all applications -current one- or District VPs are divided into judging teams)
5. Prepare reports to share at each NCEAFCS Executive Board Meeting. The report should summarize what the office has been working on since the last board meeting.
6. Notify the Extension Committee Awards Chair via email that you are the current NCEAFCS State Vice President Professional Development and Recognition. This is related to the Ada Dalla Pozza Professional Development Endowment. Contact through the Extension Administration Office (**Under Review**).
7. Serve as Professional Development and Recognition VP for Campus members.
8. Assign two District VPs as Co-Chairs to help with the awards' judging process and related duties when needed.
9. Meet with committee members throughout the year as needed to provide guidance regarding matters pertaining to this office.
10. Keep accurate and detailed records of Professional Development and Recognition activities and expenses.

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11. Provide District Vice Presidents with the needed information for their Fall/Winter district meeting reports after the state and national meetings have concluded.
12. Update files and materials to forward them to the successor immediately following the National Annual Session and by November 1st of the transitioning year (per NEAFCS Policies and Procedures).
13. Ask Extension Specialists to share Extension and non-Extension workshops and seminars that would be of interest to members.
14. Organize process for award submission following national and state guidelines (see NEAFCS Policies and Procedures for more details).
15. Verify all judging sheets/entries and award winners information to compile a list of state winners. In the event of a tie, the State VP will review applications and select a winner.
16. Notify every award applicant about results and share the judges' comments.
17. Notify winning applicants' County Extension Directors (CEDs) and/or District Extension Directors (DEDs) about state awards results, invite them to attend the state session Awards Banquet, and national/regional winners.
18. Remind applicants, CEDs, and DEDs not to publicize awards results until corresponding conferences have taken place.

19. Order appropriate plaques, crystals or acrylics selected by the State VP and approved by the Professional Development and Recognition Committee. All Cooperative Extension employees who are members of the association and are the lead applicant for a first place award will receive an appropriate plaque, crystal, or acrylic. First place team partners who are NEAFCS members will receive a golden certificate. Second place winners and team partners who are not NEAFCS members will receive a silver certificate. If NEAFCS members wish to purchase plaques, crystal or acrylics for non-members, they may do so by notifying the State VP at least two months in advance of the state conference. These may be purchased at the cost of the plaque, crystal or acrylic, and paid for directly in advance to the association's State Treasurer. **(change approved by Professional Development and Recognition committee in 2022)**
 20. Per NCEAFCS Policies and Procedures under the Recognition and Awards section, page 3, the outgoing President will be presented with a personal gift (\$50 value) and a plaque recognizing the year's service. Notify the President Elect who will purchase and present the gift at an appropriate public event. The VP for Professional Development and Recognition will purchase the plaque or crystal, and present it as part of the Awards program.
 21. Recognize current members, with a gift from the Association, who have attained professional development advances and accomplishments such as advanced degrees (bachelors, masters, PhD), title promotions, or a graduate level or for-credit continued education certificate from a college/university. Dates: from after the previous conference until a month before the next one.
 22. Other achievements such as Safe Plates, STH, etc, awards received by other organizations outside Extension, and research participation could be recognized at their district meeting or at the state meeting but will not receive gifts from the Association.
 23. Submit Reimbursement Request Forms, along with receipts to the State's Association President for approval and copy the State Treasurer. ***Procedure below.**
 24. Contact the Annual State Meeting host district to verify the agenda, get information about Awards Banquet guests, photography opportunities, and awards presentation.
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25. Determine general sitting arrangement and signs for the Awards Banquet to ease awards ceremony fluidity.
 26. Organize and coordinate the Awards Presentation to recognize the winners (and guests) at the State Meeting. The host district is responsible for decorating, inviting speakers/guests, securing a photographer, and organizing room layout.
 27. Share this office's proposed budget with the State Treasurer before the State Conference.
 28. By the end of July, the state VP should receive information about ordering corsages for national award winners attending the national meeting. If not, contact the national Awards VP in August to put in the order(these are managed by a Tennessee affiliate).
 29. Send state and national winners' information to the association's webmaster for posting after the national meeting has concluded. Notify NC Agricultural Foundation of the winner for the Ada B. Dalla-Pozza Professional Development Award and request a check for it. Notify the Extension Administration (State Extension Awards Committee) of the winner for inclusion in the awards presentation at the Extension's Annual Conference (committee contact information will be available when the person contacts State VP for judging). **** Item under review.**
 30. Keep a permanent yearly record of agents professional development achievements and association awards received.

● Budget

As approved at the 2022 NCEAFCS State Conference, this office's budget was increased from \$900 to \$1,100 for this year. The budget will include awards, printing certificates, Professional Development members' recognition gifts, and national winners' corsages (or substitutes). Planned expenses are as follows:

Acrylics, crystals, and similar items (for about 28 awards@ \$25)	\$700.00
Certificates Printing (team members, 2nd-3rd place, non-members)	\$ 60.00
Professional Development Recognition Gifts (8@ about \$24)	\$190.00
Corsages for National Awards Banquet (or alternative, average-5/year @\$30)	\$150.00
TOTAL	\$1,100.00

Expenses incurred by this office need to be submitted to the association. As soon as you order awards or incur in any expense, download a copy of the receipt in the *Expenses* folder, make a copy of the [Reimbursement Form Template](#) with the name of the reimbursement or payment (e.g., Awards Payment Request, Professional Development Recognition, etc.), and complete it with the appropriate information. Submit along with receipts to the State's Association President and the State Treasurer for approval. If expense is not included in the budget, seek approval before purchasing anything.

● Plan of Action

○ District VP Timeline

Due Dates	Action Items
At District Meetings	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 with you. Send abstracts to your State VP.
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District Fall Meeting	Share with members the report from State VP about Professional Development recognitions and Awards. Remind them that NEAFCS Awards Submission Portal opens on December 1st.
First week of December, 2023	Remind district members the NEAFCS awards submission portal is opened. Encourage them to take a look at the Awards Manual and begin preparing their applications. This also means NCEAFCS state awards application process (Early Career Award and Youth Award) is now open. All applications are due January 30 to you.
December 2023 - January 2024	Reminders to members about the awards website, applications and due date for all awards and information to you (January 30).
January 30, 2024	National awards information and state NCEAFCS applications from your district members due to you . <ol style="list-style-type: none"> For NEAFCS national/state awards the member can forward you the confirmation email they received once they submit their application. The email should include the Agent's name(s), award name/category, team or individual award, Extension district, and date award was submitted online. For Team Awards ask for team members' names. For NCEAFCS sponsored state awards, <i>Early Career Award and the Youth Award</i>, the member needs to send you the application form and a single pdf document that includes the accomplishment description, supportive materials, and success summary.
February 6, 2024	Deadline for district VPs to share the above information with State VP via an Award Summary form provided and upload Early Career Award and Youth Award district applications into assigned folders.

February 13, 2024	Receive from State VP award application files, links, and corresponding judging sheets and information from State VP to begin the judging process. *Continued Excellence Award and Distinguished Service Award are not judged at national level but judging criteria may be applicable at state level.
February 27, 2024	Deadline to submit completed judging sheets through the agreed method. ** December Update- drop your completed judging sheets in the corresponding district folders
June 14, 2024	Deadline to share with the State VP information of those completing advanced degrees (bachelors, masters, PhD), title promotions, or a graduate level or for-credit continued education certificate from a college/university.
June - August 2024	Promote Extension Awards to district members.
August 20, 2024	Finalize judging Extension Awards and send judging sheets through the State VP's selected method to the assigned person. **This process is under evaluation.

***Duties and calendar items could change based on unforeseen situations.**

○ **State VP Timeline**

Due Dates	Action Items
Throughout the Year	Prepare a report, make copies for the board, and present at every NCEAFCS Executive Board Meeting, and submit expense requests in a timely manner.
After State & National Conference	Review Plan of Work, make changes and/or updates.
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November, 2023	Share with District Vice Presidents information about Professional Development recognitions and State/Regional/ National Awards for their Fall/Winter district meeting reports after the state and national meetings have concluded.
November 2023	Send POW to District VPs, the State Association President, and the Webmaster.
November, 2023	<ol style="list-style-type: none"> 1. Conduct training for District VPs about awards and the process. 2. Send email to membership about: (per NEAFCS Affiliate Officer Toolkit) <ol style="list-style-type: none"> a. Awards-At-A-Glance document from NEAFCS website. b. The national award system will open December 1st. c. Dues must be received on time in order to be eligible for National Awards (contact District Treasurer).
November - December	Conduct training for members about awards and the application process. (per NEAFCS Affiliate Officer Toolkit)
At Executive Winter meeting	Ask FCS State Program Leader about scholarship for NEAFCS Conference from state program level.
December 1, 2023	<ol style="list-style-type: none"> 1. Send out awards notification to members based on updated national link. 2. Provide District VPs the awards procedures document or link.
December 15, 2023	Email NEAFCS VP Awards and Recognition to inform/confirm yourself as the State VP in order to receive a link to the National Committee for awards information and awards applications(date could change based on national date).
December 2023 - January 2024	Send reminders to members about awards applications and dates.
January 16, 2024	<ol style="list-style-type: none"> 1. Select Committee Co-Chairs (if needed) 2. Request membership list from NCEAFCS State Treasurer 3. Remind District VPs about January and February due dates.

January 30, 2024	National awards information and state NCEAFCS applications from Campus members due to you. <ol style="list-style-type: none"> 1. For NEAFCS national/state awards the member can forward you the confirmation email they received once they submit their application. The email should include the Agent's name(s), award name/category, team or individual award, Extension district, and date award was submitted online. For Team Awards ask for team members' names. 2. For NCEAFCS sponsored state awards, <i>Early Career Award and the Youth Award</i>, the member needs to send you the application form and a single pdf document that includes the accomplishment description, supportive materials, and success summary.
February 6, 2024	Enter above information from campus applicants and districts into Award Summary, and upload <i>Early Career Award and Youth Award</i> district applications into assigned folders. *applicable to District VPs too
February 13, 2024	Send state award application files, links for national awards, and corresponding judging sheets/information to District VPs. (Continued Excellence Award and Distinguished Service Award are not judged at national level but judging criteria is applicable at state level and will be shared for application evaluation.)
February 27, 2024	Submit completed judging sheets through the agreed method (if judging any ward). *applicable to District VPs
February 28-March 3	Tally up judging sheets and determine winners (with co-chairs if applicable).
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March 4-7, 2024	<ol style="list-style-type: none"> 1. Send congratulatory notification to award winners and inform them that national awards may be edited for any improvements suggested on judging sheets up until the March 15, 2024 deadline. (To be evaluated based on national recommendation) 2. Send notification notice to non-award winners*(see Sample Emails Folder). 3. Send congratulatory notification to award winners' CED and DED (see Sample Emails Folder). <p>*Exceptions are Continued Excellence Award and the Distinguished Service Award unless there are more applicants than the allowed to be sent to national based on membership size.</p>
March 14, 2024	Submit State Winner form online to NEAFCS (due date 3/15).
March 28, 2024	Inform state conference's hosting district president or banquet chair persons of duties related to awards banquet (see Awards Banquet Checklist). Maintain communication through the planning process.
April 8, 2024	Send awards winners' information to the conference's host district for them to use in the Annual State Session program (format depends on previous arrangements with the district's person in charge).
May-June-July, 2024	Read NEAFCS Network for updates and conference scholarship opportunities to attend the National Annual Session, and share with membership.
When award banquet information is available.	Send information to award winners's CEDs/DEDs about the award banquet and encourage them supporting national conference attendance.
1 ½ months before conference (late May - beginning of June)	Order appropriate plaques, crystals, or acrylics selected by the State VP and approved by this office's committee (conference generally in August) See Expenses folder for details.
June - August 2024	Promote Extension Awards to members.

June 3, 2024	Send email to membership asking if anyone was part of an award submitted by another state team.
June 3, 2024	<ol style="list-style-type: none"> 1. Send District VPs process to share information of members completing advanced degrees (bachelors, masters, PhD), title promotions, or a graduate level or for-credit continued education certificate from a college/university. 2. Ask campus members to share the same information with you.
June 7, 2024	Send award winners' list to NCSU and A&T FCS Program Leaders. Remind them no announcement of winners is to be made to membership or public until after the State Meeting.
June 14, 2024	Receive professional development information from VPs & campus members. Send email for a meeting date with District VPs regarding the conference.
July 10, 2024	Share proposed budget with State Treasurer & notify President-Elect of responsibility to purchase of outgoing president's gift (Item 20, State Chair Responsibilities).
July 10th-22, 2024	Purchase recognition gifts for those who attained professional development advances.
June-July	Meet with District VPs for assistance at the state meeting awards presentation.
2 weeks before state conference	Prepare Annual Report, make copies for board members, and present at the conference's NCEAFCS Executive Board Meeting.
NCEAFCS Annual Conference	<ol style="list-style-type: none"> 1. Recognize current members who have attained professional development advances and accomplishments. 2. Recognize awards winners Back to Table of Contents <p>(Other achievements and awards received from Safe Plates, STH, etc, non-Extension organizations, and research participation could be recognized at their district meeting or at the state meeting depending on the situation.)</p>
August, 2024	<ol style="list-style-type: none"> 1. Contact national Awards VP for information on how to order corsages for national award winners attending the national meeting (generally done by Tennessee). This item is subject to change based on available budget. 2. Coordinate travel plans for the national annual session if attending. If not, coordinate who will distribute corsages at the national conference.
August 9, 2024	Send award judging information to District VPs to judge Extension Awards (if there are any applications) or forward email from Shannon McCollum (2023).
August 20, 2024	Receive from District VPs Extension Awards' judging sheets through the State VP's selected method to the assigned person. **Process is under evaluation.
September, 2024	<ul style="list-style-type: none"> • Attend NEAFCS annual session. Participate in sessions conducted for affiliate VP for Awards & Recognition including awards concurrent session, awards Vice President meeting, and awards committee meeting. (If unable to participate, designate someone to attend on my behalf to take notes.) • Attend Affiliate Officers Professional Development meeting. If unable to participate, designate someone to attend on my behalf to take notes.)

● NCEAFCS Professional Development and Recognition Committee

State Vice President: Regina Moseley, Chair, Nash & Edgecombe Counties rpmosele@ncsu.edu

District Vice Presidents:

North Central: Vincent Webb, Guilford County, vince_webb@ncsu.edu

Northeast: Dee Furlough, Tyrrell County, evfurlou@ncsu.edu

South Central: Janice Roberts, Moore County, janice_roberts@ncsu.edu

Southeast: Rachel Ezzell, Duplin County, rachel_ezell@ncsu.edu

West: Jessica Mollet, Madison County, jessica_mollet@ncsu.edu

● Award Classifications

○ 2024 NEAFCS National Awards (As explained in the NEAFCS 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 Educational Publications Award
Financial Management in Memory of Dean Don Felker Award	● Communications Internet Education Technology Award
Florence Hall Award	● Communications Newsletters Award
Food Safety Award	● Communications Radio/Podcast Award
Greenwood Frysinger Award	● Communications Television/Video Award
Human Development/Family Relationships Award	● Communications Written Media Award
** Some national awards include an Annual Session Conference Registration Fee Scholarship which can change over the years. Although these are top recognitions, Distinguished Service Award and Continued Excellence Award, they do not receive a scholarship for the national conference.	
○ 2024 NCEAFCS State Sponsored Awards (do not qualify for nationals)	
Early Career Award	Youth Award
○ 2024 NCJCEP Award (November due date)	
NCJCEP Leadership & Service Recognition Award	

○ Extension Awards Specific for FCS (August due date**)	
Dr. Sandra Zaslow Award (Professional Development fund)	Northeast District FCS Agents only: Jean Woodley Ballance Award (Scholarship)
Northeast & Southeast District FCS Agents only: Ila McIlwean White Endowment Award	Ada B. Dalla Pozza Professional Development Award
NCCE Foundation Search for Excellence Awards in Extension	

(Not specific to FCS but offers up to 3 awards to FCS Agents)

** These will not be included in the NCEAFCS call for awards. They will be included in the Extension call for awards. Some are judged by the NCEAFCS Professional Development and Recognition Committee.

Submitted By, Regina Moseley, 2023-2024 State VP for Professional Development & Recognition
Created 11/2023

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