

## 2024 ACTION PLAN

**Committee: Professional Development: Webinar Committee**

**Vice President: Marcia Parcell, VP for Professional Development**

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

**Committee Chair-elect: Crystal Terhune (MD)**

**Committee Apprentice: Candace Heer (OH)**

**Committee Past Chair: Misty Harmon (OH)**

### **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.

	<b>What? (action steps)</b>	<b>Responsible for (specific name)</b>	<b>When? (specific date)</b>
1.	Solicit webinar proposals from members, including members who presented at Annual Session or who submitted presentation proposals and were not selected. Send an email to presenters from the Annual Session asking if they would like to present a national webinar. Invite partner members and sponsors whose work aligns with Extension for "Partner Spotlight" webinars.	All Members VPPD	Ongoing
2.	Recruit members for Webinar Committee <ul style="list-style-type: none"><li>• Encourage state VPs for Professional Development to join and recruit other state members via reminder emails</li><li>• Use NEAFCS Network newsletter to recruit potential members</li><li>• Use NEAFCS website to recruit</li></ul>	All Members VPPD	Ongoing

3.	<p>Recruit additional Webinar Series Reviewers.</p> <ul style="list-style-type: none"> <li>• Via NEAFCS Network</li> <li>• Via state affiliates</li> <li>• Provide QR Code requesting webinar reviewers (name, email, specialization, region) and any other information we might want to gather</li> <li>• Provide benefits for serving as a reviewer or committee member</li> </ul>	<p>All Members VPPD</p>	<p>Ongoing</p>
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"> <li>• Check for online proposal submissions</li> <li>• Online review process</li> <li>• 3 reviewers for each proposal</li> <li>• 1 reviewer per region, but not from the same state as applicant</li> <li>• Must have an average score of 80 or higher to be accepted</li> <li>• Prepare schedule; include a variety of topics and minority options</li> <li>• Review program tracks and make recommendations for next year</li> </ul> <p>Provide evaluative feedback to members submitting proposals selected and non-selected proposals. No review process for those who presented at Annual Session and/or were national award winners.</p>	<ul style="list-style-type: none"> <li>• All Members – see separate sheet with those who signed up to review.</li> <li>• Preferences on what committee members would like to review: Content Areas: <ul style="list-style-type: none"> <li>• Health and Well-being</li> <li>• Technology</li> <li>• 4-H and Youth Development</li> <li>• Environmental Health and Sustainability</li> <li>• Food and Nutrition</li> <li>• Economic and Workforce Development</li> <li>• Financial Health and Capability</li> <li>• Lifespan Development and Family Relationships</li> <li>• Trending Topics</li> <li>• Education, Leadership, and Diversity</li> </ul> </li> </ul>	<p>Ongoing</p>
5.	<p>Schedule Webinars (timely)</p>	<ul style="list-style-type: none"> <li>• The National Office will</li> </ul>	<p>Prefer to schedule webinars two</p>

	<ul style="list-style-type: none"> <li>• Invite presenters of accepted proposals</li> <li>• Schedule with National Office, 2:00 or 3:00 pm EST • Submit presentation announcement (include all time zones) for website and NEAFCS Network to VP</li> <li>• Identify host for webinar (notify National Office); Webinar Host Guidelines</li> <li>• Thank presenter after webinar</li> </ul>	<p>schedule webinars after review process is complete and has met requirements.</p> <ul style="list-style-type: none"> <li>• VPPD will notify authors and National Office if accepted or if not accepted and provide comments to them.</li> </ul> <p>Members of committee can serve as host and thank presenters after webinar</p>	<p>months in advance to allow for publicity.</p> <p>Ongoing</p>
6	Webinars are available for viewing anytime on website.	The National Office will archive all webinars	Ongoing
7.	Prepare sub-committee reports <ul style="list-style-type: none"> <li>• Mid-Year</li> <li>• End of Year Report</li> </ul>	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.	Make up a form letter to have online that members could use to send to people for recruiting for proposals	VPPD	Marcia Parcell needs to approve and have posted
10.	Send out timely emails through the system during the year about what the Committee is doing and/or could do.	Chair VPPD	Every three months or more