

ACTION PLAN

Committee: Mentoring and Leadership Committee

Committee Chair: Carrie Elsen

Committee Chair-elect: Christi Demitz

Committee Apprentice: Elizabeth Martin

Committee Past Chair: Joy West

Strategic Plan Goal:

Provide opportunities for members to network, communicate, and share resources.

Committee Goal:

Build leadership opportunities from within the membership and provide a formal mentorship program.

Objectives:

- Learning to lead yourself as a Family Consumer Sciences Professional (self-discovery, identifying strengths, communication styles)
- Leading others as a Family Consumer Sciences Professional (team building, leadership styles and strategies)
- Learning to lead within Extension (collaborations, program teams, subject matter areas)
- Learning to lead within NEAFCS (learning about the organization, governance, paths to leadership roles)

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Monthly Meetings	Chair	To be determined
2.	Subcommittee Sign Up Forms	Whole Committee	Begin with October meeting
3.	Refine and finalize timeline for Mentor/ Mentee Professional Development	Whole Committee	October meeting
4.	Review the Mentor/Mentee Roles and Expectations Documents and Application. Recommend changes as needed.	Application/Selection Subcommittee	If applicable: Bring draft of changes to Nov meeting
5.	Marketing efforts planning for Applicants both Mentee and Mentor	Marketing Subcommittee	Start after Nov meeting
6.	Release the application to the affiliates.	Website	Due Jan 15
7.	Discuss and apply (if applicable) for committee poster at annual session	Awards/Annual session Subcommittee	Work on Dec-Feb Due Jan 30

8.	Create Impact Statement for 2023	Chair and Past Chair	Due Jan 31
9.	Look for possible Awards to apply for and work on applications if applicable.	Awards/Annual Session Subcommittee	Due Feb 15 in most states & Mar 15 to national
10.	Create member webinar on the Leadership Experience Program (Applications, Why Do It, Etc.)	Marketing Subcommittee	Webinar in Feb
11.	Review and revise LE Program for Mentors and Mentees: Topic, training, presenters, conversations to connect, etc.	Programming Subcommittee	Work on Dec-Feb Finalized review at Feb Meeting
12.	Brainstorm ideas and decide if committee needs additional funding from NEAFCS Endowment Application	Endowment Subcommittee	Work on Jan-Feb Finalized at Feb Meeting, Due March
13.	Review guidance on Mentor/Mentee selection process. Revise if needed.	Application/Selection Subcommittee	Work on with Applications
14.	Review guidance on completing the matching process. Revise if needed.	Application/Selection Subcommittee	Work on with Applications
15.	Applications Due	Website	March 1
16.	Committee selects applications	Application/Selection Subcommittee	March 2 – 31
17.	Program Presenter proposal call if applicable.	Programming Committee	April 1 Due May 1
18.	Match Mentor/Mentees	Application/Selection Subcommittee	April 1-15
19.	Notification of Pairs	Chair and Chair-elect	Late April
20.	Review LE program proposals and notify presenters.	Programming Subcommittee	May-June
21.	Review and revise evaluation process for the (process/program)	Evaluation Subcommittee	By May
22.	Complete Committee Action Plan	Chair and Chair-Elect	By May
23.	Hold Mentor/Mentee training	Programming Subcommittee	Based on Timeline
24.	Develop Concurrent Committee Session	Awards/Annual Session Subcommittee	Work on June-Aug, Due Annual Session
25.	Plan for Poster Session (if applicable)	Awards/Annual Session Subcommittee	Work on June-Aug, Due Annual Session
26.	Plan for First Timers presentation at Annual Session	Chair and Chair-Elect	Work on Aug, Due at Annual Session
27.	Discuss Feedback Results for Committee on Leadership Experience	Evaluation Committee	Preliminary Data Jan and Final Data May
28.	LE previous participant follow-up	Evaluation Committee	Work on Dec-March and Due April