

2025-2026 ACTION PLAN

Committee: Professional Development Program Development

Vice President: Susan Moore, VP for Professional Development

Committee Chair: Chris Roofe (AR)

Committee Chair-elect: Debbie Messenger (KY)

Committee Apprentice: Sara Ann Attig (IL)

Committee Past Co-Chairs: Andrea Haubner (VA), Andrea Nikolai (FL)

Strategic Plan Goal: *Provide an engaging annual session focused on professional development, skills training, and networking opportunities.*

Committee Goal:

- Provide learning sessions focused on emerging and relevant subject matter.
- Present soft skills programs to equip members with usable skills to enhance their programming efforts.
- Create purposeful opportunities for member networking with a variety of focus areas.

Objectives:

- Review Concurrent Session and Showcase of Excellence proposals, select presentations for Annual Session, and prepare the schedule.
- Evaluate 2025 Annual Session.
- Present a seminar and webinars to support members in preparation of proposals for the Annual Session; recruit and prepare reviewers for the Annual Session.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Prepare information for the Vice President of Professional Development (Susan Moore) end of year report	Chair Chris Roofe (AR)	July 2026
2.	Develop a "Call for Proposals" for the 2026 NEAFCS Annual Meeting and add and develop any new scoring rubrics if needed. Present a webinar on "How to Submit a Successful Proposal" Do webinar on how to review a proposal.	VP for Professional Development (Susan Moore) and National Office (Danielle Jessup, Jessica Dunlap, or Elizabeth Lane) Chair Chris Roofe (AR)	November 2025 System open 12/01/2025 to 1/31/2026. December 2025

		Chair Chris Roofe (AR)	January/early February 2025
3.	Recruit members for Program Development Sub-committee - Encourage state VP for Professional development to join and recruit other state members - Use eNEAFCS newsletter to recruit potential members - Use NEAFCS website to recruit potential members	Committee members, NEAFCS President (Diane Christensen) & VP Professional Development (Susan Moore)	Ongoing
4.	Recruit additional Concurrent Session, Showcase of Excellence and Subject Program Networking Proposal Reviewers. Via NEAFCS Network newsletter	All Program Development Committee members, VP Professional Development (Susan Moore)	Each state asked to provide at least 2 reviewers.
5.	Review and select Concurrent Session and Showcase of Excellence presentations for 2026 - Online blind review process 5 reviewers for each proposal 1 reviewer per region, but not from the same state as applicant - Highest and Lowest score are dropped - Must have an average score of 85 or higher to be accepted - Prepare schedule; include a variety of topics and minority options - Review program tracks and make recommendations for next year Provide evaluative feedback to members submitting proposals selected and non-selected proposals	All Program Development sub-committee members & recruited reviewers Chris Roofe (Chair) and Susan Moore (VPPD) (review process) & National Office (Assure schedule is complete, and letters are sent.) National Office (Danielle Jessup, Jessica Dunlap, or Elizabeth Lane) will provide (Concurrent and Showcase of Excellence schedule for program.) Chair (Chris Roofe) will assign rooms.	All reviewers will receive instructions on process and procedures in February 2026. Included with the announcement of accepted/non-accepted proposals. April 2026
6.	Evaluate 2025 Annual Session	National Office (Danielle Jessup, Jessica Dunlap, or Elizabeth Lane) VP Professional Dev. (Susan Moore)	November 2025
7.	Build awareness of professional development opportunities by sending them to NEAFCS President & VP for Professional Development	Program Development Committee Members	Ongoing

8.	Improve communication with subcommittee members – keep members informed and engaged. • Schedule a post-annual session call for the state affiliate VP of Professional Development • Schedule at least two 2026 Conference Call/Zoom Meeting Dates • Inform full committee of scheduled meeting dates via Member Clicks. • Provide meeting date reminders 30 days before via Member Clicks.	VP Professional Development (Susan Moore) will schedule	Affiliate Meeting: 30 days post-annual session 1st Meeting: Second week of January 2nd Meeting: Prior to May 1st
9.	Present seminar via Zoom on how to submit a successful proposal • Support members in proposal preparation. • Support members as reviewers of proposals.	Program Development Committee Members Chair Chris Roofe (AR)	Submit proposal – Let VP for Professional Development (Susan Moore) know December 2025