

2026-2027 ACTION PLAN

Committee: Professional Development Program Development

Vice President: Courtney Aldrich, VP for Professional Development

Committee Chair: Susan Moore (GA)/Debbie Messenger (KY)

Committee Chair-elect: Sara Attig (IL)

Committee Apprentice: _____

Committee Past Co-Chairs: 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 2026 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	Co-Chairs – Susan Moore and Debbie Messenger	July 2027
2.	Develop a “Call for Proposals” for the 2027 NEAFCS Annual Meeting and add and develop any new scoring rubrics if needed.	VP for Professional Development (Susan Moore) and National Office (Danielle Jessup, Jessica Dunlap, or Elizabeth Lane)	November 2026 System open from 12/01/2026 to 1/31/2027.

	Present a webinar on "How to Submit a Successful Proposal" Do webinar on how to review a proposal.	Co-Chairs – Susan Moore (GA)/Debbie Messenger (KY) Co-Chairs – Susan Moore (GA)/Debbie Messenger (KY)	December 2026/ January 2027 February 2027
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 (TBD) & 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 2027 • 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 Co-Chairs –Susan Moore and Debbie Messenger 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.) Co-Chairs –Susan Moore and Debbie Messenger will assign rooms.	All reviewers will receive instructions on process and procedures in February 2027. Included with the announcement of accepted/non-accepted proposals. April 2027

6.	Evaluate 2026 Annual Session	National Office (Danielle Jessup, Jessica Dunlap, or Elizabeth Lane) VP Professional Dev. (Susan Moore)	November 2026
	Evaluate 2026 Annual Session	Co-Chair and VP Professional Development schedule meeting for Program Committee Members to review the conference and review survey feedback	November 2026
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 2027 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 Co-Chairs –Susan Moore and Debbie Messenger	Submit proposal – Let VP for Professional Development (Susan Moore) know Dec. 2026 or Jan. 2027