

ACTION PLAN

Committee: Mentoring and Leadership Committee

Committee Chair: Elizabeth Martin

Committee Chair-elect: Elizabeth Schweigert

Committee Apprentice: Lida Araghi

Committee Past Chair: Christi Demitz

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.	Review guidance on Mentor/Mentee selection process. Revise if needed.	Application/Selection Subcommittee	Work on with Applications
6.	Review guidance on completing the matching process. Revise if needed.	Application/Selection Subcommittee	Work on with Applications
7.	Marketing efforts planning for Applicants both Mentee and Mentor	Marketing Subcommittee	Start after Nov meeting

8.	Set up NEAFCS webinar for February	Marketing Subcommittee	After Nov meeting
9.	Discuss and apply (if applicable) for committee poster/session at annual session	Awards/Annual session Subcommittee	Work on Dec-Jan Due Jan 30
10.	Look for possible Awards to apply for and work on applications if applicable.	Awards/Annual Session Subcommittee	Dec-Feb Due Feb 15 in most states & Mar 15 to national
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.	Create member webinar on the Leadership Experience Program (Applications, Why Do It, Etc.)	Marketing Subcommittee	Jan-Feb Webinar in Feb
13.	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
14.	Release the application to the affiliates.	Website	Due Jan 15
15.	Create Impact Statement for 2023	Chair and Past Chair	Due Jan 31
16.	Applications Due	Website	March 1
17.	Program Presenter proposal call if applicable.	Programming Committee	Mar 1 Due Apr 1
18.	Committee selects applications & matches Mentor/Mentee	Application/Selection Subcommittee	March 2 - 15
19.	Notify applicants of acceptance and get confirmation of participation	Chair and Chair-elect	Mar 15-31
20.	Update LE binder	Marketing Subcommittee	Mar-Apr Ready for May LE event
21.	Review LE program proposals and notify presenters if applicable.	Programming Subcommittee	Apr-May
22.	Notification of Pairs	Chair and Chair-elect	Late April
23.	Letter to mentee/mentor supervisors of their selection	Chair and Chair-elect	Late April
24.	Review and revise evaluation process for the (process/program) if applicable.	Evaluation Subcommittee	By May
25.	Hold Mentor training	Programming Subcommittee	Early May
26.	LE Professional Development Events	Programming Subcommittee	May-Mar
27.	Develop Concurrent Committee Session	Awards/Annual Session Subcommittee	Work on June-Aug, Due Annual Session
28.	Plan for Poster Session (if applicable)	Awards/Annual Session Subcommittee	Work on June-Aug, Due Annual Session
29.	Plan for First Timers presentation at Annual Session	Chair and Chair-Elect	Work on Aug, Due at Annual Session

30.	Discuss Feedback Results for Committee on Leadership Experience	Evaluation Committee	Preliminary Data Jan and Final Data May
31.	LE previous participant follow-up	Evaluation Committee	Work on Dec-March and Due April