

**NEED Association Executive Director  
Plan of Work  
May 1, 2010-April 30, 2012**

**General Position Description and Duties:**

The NEED Association Executive Director (ED) will provide administrative and staff level support for the chair of the Northeast Extension Director's (NEED) Association on a one-half time basis - 20 hours per week based on the time allotment described below.

The ED will also act as the primary liaison with other regional ED's and with the Association of Public and Land-grant Universities (APLU), federal agencies, and the Extension Directors of the Northeast Region.

The position will assist in facilitating multi-state partnerships and advancing projects identified by the Northeast Extension Directors' as critical to our regional objectives.

**Logistical Duties and Responsibilities (15% regional time of 0.5 FTE – 3 hours per week)**

*Strategies:*

- Meet on a weekly basis with the NEED chair to ascertain items that need to be done, the follow-up required, and plan for upcoming events.
- Maintain regular email contact with the chair on any NEED related communications.
- Attend and report during the regularly scheduled NEED meetings.
- Maintain regular communication with NEED members.
- Assist in maintaining necessary records for the NEED, including posting on the site.

Now that I am working with my third NEED chair (Paul Bonaparte-Krogh, Larry Katz, and Helene Dillard), I am pleased to report that these duties continue to occur on a weekly basis. The one outstanding item yet to be resolved is the development of a NEED website. Two options have been previously tried but have not been very successful – one is using eXtension, the second is the SAKI site at Rutgers. Further discussion is needed here.

**Leadership Duties and Responsibilities: (35% regional time of 0.5 FTE – 7 hours per week)**

*Strategies:*

- Work with NEED to develop and implement a NEED Program Leadership Network (PLN).
- Provide input to NEED PLN to advance resource development to support educational programming in priority areas.
- Work with NEED PLN to identify the appropriate Federal and or State agencies to renew, expand, or develop new contacts.

Under the leadership of the PLN Committee of Bob Schrader, Nick Place, Bill Woodrum, I worked with them to develop the first PLN meeting held February 15-17, 2012, with an agenda focused on resource development. Prior to this meeting, relationships were built with the now four, rather than the initial three, program area foci – 4-H, ANR, CRD, and FCS. Three of the groups are meeting on a monthly basis

and I participate in their calls as much as possible. The CRD group is newly formed and more communication needs to be done with the co-chairs. Rosters of each group were updated and shared.

- Represent the NEED in the regularly scheduled calls with the other Cooperative Extension Executive Directors/Executive Administrator representing the other four regions.
- Meet regularly with the NE Experiment Station Executive Director.
- Represent the NEED in the twice yearly National Multi-State Coordinating Committee (NMCC) April and October, rotated by region.
- Meet, when appropriate, with other Cooperative Extension related groups in the Northeast region, i.e. Northeast Rural Development Center.

Regular meetings with the national staffing team - called the ED/A Team are held the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of each month and are 1 ½ hours in length; in addition, there is constant email among the group.

Regular communication is established with Dan Rossi, Executive Director, NERA, improved communication with Stephan Goetz, and other groups in the Northeast. NERA cosponsored the NEED Food Systems Initiative Forum, and both Dan and Stephan participated in the Forum and the PLN meeting.

I also participate in the NMCC meetings, a joint meeting with APLU staff, Research EDs and Extension EDs; the spring meeting is at the APLU office, this year immediately following the PILD meeting to save on travel costs. No determination has been made for the fall meeting as yet.

#### **Leadership Duties and Responsibilities: (50% national time of 0.5 FTE – 10 hours per week)**

##### *Strategies:*

- Work as an effective team member, following the national Plan of Work (POW), to advance the work of the Cooperative Extension System directed by the Extension Committee on Organization and Policy (ECOP).
- Provide staffing for ECOP and other national committees as designated by the POW.
- Attend meetings and report outcomes as outlined by the POW.
- Monitor legislative and executive branch activities, analyzing how they may impact Cooperative Extension.
- Support partnerships, and foster new partnerships where appropriate to support the mission of Cooperative Extension.

I serve as an active member of the national staffing team working to assist ECOP in accomplishing their goals for 2011-2012. Staff support and development is being done as directed by ECOP through their monthly meetings. A directory of assignments for the ED/A team has been developed. My main responsibilities include staff support for the ECOP Personnel Subcommittee, staff support for the Marketing and Communication Implementation Team, Measuring Excellence in Extension Team, and nutrition related issues.

##### **Evaluation Indicators:**

- Fulfill the national requirement of the NEED contribution of 25 percent staff to the national staffing Plan of Work for the Cooperative Extension Section.
- Advance collaboration and partnerships focused on resource development for the NEED.

## 2010-2012 Goals:

- Conduct a telephone interview with each NEED member, either individually or with their leadership team, to develop a profile of Cooperative Extension in the Northeast Region in order to better understand the structure, challenges, strengths and opportunities. **COMPLETED**
- Work with the *ad hoc* NEED committee to prepare a two-year Plan of Work outlining strategies for each area of the ED work. **COMPLETED and NOW USED FOR THIS REPORTING**
- Work with the *ad hoc* NEED committee to develop NEED Rules of Operation for approval. **COMPLETED**
- Meet weekly with the NEED Chair to support the ongoing business of the NEED. **ONGOING**
- Work with the *ad hoc* NEED committee to develop and begin to implement a Program Leadership Network for the Northeast Region – Bob Schrader, Nick Place, and Bill Woodrum
  - The initial step will include an environmental scan of existing multi-state program related groups. **COMPLETED**
  - Encourage NE Program Leaders to hold monthly meetings. **COMPLETED**
  - Work with the *ad hoc* NEED committee to develop agenda, arrange logistics and hold the first PLN meeting. **COMPLETED**
  - Work with the *ad hoc* NEED committee to move the resource development effort forward. **UNDERWAY**
- Follow-up on the Food Systems Initiative identified by the NEED directors at their March 2011 Meeting – Dennis Calvin, Nick Place, and Bill Hare
  - Develop outline for agenda for *ad hoc* NEED committee. **COMPLETED**
  - Invite NERA to join in the Forum (they cosponsored)
  - Work with the *ad hoc* NEED Committee to develop final agenda, arrange logistics, and hold the Forum in December 2011. **COMPLETED**
  - Work with the expanded *ad hoc* NEED Committee to move the Food Systems Initiative forward through. **UNDERWAY**
- Provide an update at each NEED meeting and prepare an annual report of accomplishments for the annual March NEED meeting. **ONGOING**
- Prepare an annual budget for submission, discussion, and approval at the NEED March Meeting, maintaining records as may be needed by fiscal host, University of Vermont. **ONGOING**
- Fulfill the NEED requirements as the national staffing plan is implemented by providing institutional knowledge and expertise as needed to fulfill the national Plan of Work. **UNDERWAY**
- Develop a historical record for NEED. **ONGOING**
- Discuss a permanent web location for NEED materials. **IN DISCUSSION**

*On a personal note, thank you for your understanding and support while I continue to deal with my son's medical crisis. It is greatly appreciated.*