

**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.

I am pleased to report that the above logistical duties are occurring on a regular basis. The NEED agendas have been focused on critical issues that impact the NEED.

**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.
- 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 (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.

Significant progress has been made on developing a PLN model that will serve the needs of the NEED. While other models were reviewed, the ultimate product is moving toward a unique NEED model. Three groups have been identified and regular meetings established by a member of each group. There is a great deal of interest in holding a joint meeting in Washington, DC in order to meet with Federal Agencies of relevance.

Regular meetings with the national staffing team are held (1<sup>st</sup> and 3<sup>rd</sup> Fridays of each month). Regular communication is established with Dan Rossi, Executive Director, ESS, and with other groups in the Northeast. Currently, I have been assisting in the development of a NE Water Forum, now rescheduled for March 24. I also participate in the NMCC meetings; the next one is scheduled for April 2011, at the APLU offices.

### **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.

#### **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.

#### **2010-2011 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**
- Work with the *ad hoc* NEED committee to develop NEED Rules of Operation for approval. **COMPLETED**
- Work with the *ad hoc* NEED committee to develop and begin to implement a Program Leadership Network for the Northeast Region. The initial step will include an environmental scan of existing multi-state program related groups. **COMPLETED**

- Provide an update at each NEED meeting and prepare an annual report of accomplishments for the annual Summer NEED meeting. **UNDERWAY**
- Prepare an annual budget for submission, discussion, and approval at the NEED Summer Meeting, maintaining records as may be needed by fiscal host, University of Vermont.
- 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.