

Cooperative Extension National and Regional Staffing

(ECOP)

(DRAFT - last edits 5/27/09)

The CES National Executive Director Team consists of 1 full time Washington DC based Executive Director and 5 Regional Executive Directors, each with 25% FTE committed to national work.

Guiding Principles for all members of the ECOP Executive Director Team:

- As staff for ECOP and the Extension Section, the Executive Directors (EDs) will share responsibility in the work that supports our collective national efforts.
- In doing this work we will over-communicate with each other to work toward the goal of “thinking as one.”
- There will be an annual POW for national work, with specific expectations identified for each ED. In addition, EDs will share appropriately in items that arise during the year.
- Each of the regional EDs will work with his/her respective region to assure that he/she is providing the full 25% effort toward national work based on the priorities identified in the national plan of work.
- For each regional ED the 25% effort will be determined by the ED team within the context of the national plan of work and within the context of their additional regional responsibilities.
- Each of the EDs will have available the appropriate resources and support to fully engage in national work as assigned through the plan of work.
- We will advance the Extension mission by making it visible and working to increase its value within the NIFA family.
- All EDs will work to backstop each other by providing shared leadership and by taking personal and professional responsibility for each other and the work to be done.
- To the extent possible we will take advantage of currently scheduled meetings to conduct our work and advance the Extension System.
- We will purposefully seek ways to involve Extension Directors and State Program Leaders in advancing the Extension System’s agenda. Our work is staff work, not as replacements for actions that need Extension director/PL involvement and representation.
- We will commit to being responsive even if it is to respond by indicating that we are unable to respond as requested.
- We will share all information and documents among the ED team for the benefit of the whole Extension System.
- In any case where a sitting Extension Director is appointed to cover the 25% FTE of national work on behalf of their region, for continuity purposes that person will be asked to make a minimum 3-year commitment to the ED role.
- We are committed to "working above the line" as defined by Connors, Smith, and Hickman in *The Oz Principle; Creating a Culture of Accountability*

Code of Conduct:

We the Extension ED Team value and commit to:

- Helping each other meet deadlines;
 - Communicating and sharing ideas with the ED team irrespective of the potential of a competitive environment;
 - Collegial mentoring;
 - Honoring that what's talked about within the ED team stays within the team;
 - Trust, honesty, and openness;
 - Sharing information and ideas;
 - Being forthright and asking for help and/or renegotiating the time-line when unable to complete an assignment on time;
 - Doing our assigned jobs and being responsible for ourselves and our work;
 - Not letting others on the ED team fail.
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