

**Guidelines for Determining Extension Executive Directors/Administrator
National Annual Plans of Work
(One 1.0FTE and five .25FTE)**

1. The annual plan of work will cover the ECOP fiscal year which begins and ends immediately following the APLU Annual Meeting in November.
2. Work as an effective team member with other Regional and National Executive Directors/Administrator, reviewing and distributing the work annually to assure a balanced and fair portfolio between the members of the team.
3. All ED/As will attend ECOP meetings and ECOP Budget and Legislative Committee meetings.
4. ED/As will provide staffing to ECOP and ECOP committees and activities such that job responsibilities include 2 ED/As covering each major assignment; one identified as the staff lead and the other identified as back-up.
 - a) The lead ED/As assigned to provide staffing for ECOP and other national committees and activities is from the same Region represented by the Extension Director/Administrator who is providing leadership for that group.
 - b) The back-up person assigned will be based on future leadership assignments if known.
 - c) ED/A assignments will be made to provide as much continuity to ECOP committees and activities as is possible and reasonable.
5. Monitor key legislation to seek and advance funding opportunities for the Cooperative Extension System.
6. Utilize PILD and CARET to work with the hired advocacy firm to advocate to OMB and Congress, advancing federal resource development through federal authorization and appropriations legislation including the Farm Bill, the Smith Lever Act, SNAP-ED Program, and other federal appropriations as identified by ECOP.
7. Identify, monitor, communicate, and influence Extension's potential role in AFRI and other competitive funding sources.
8. Create national partnerships, and advance through legislation, Extension's role in major issues of importance nationally including energy, climate, health care, nutrition and obesity, support for military families, etc. as identified by ECOP and the Extension Section.
9. Share with the ED/A team communication and connections on behalf of Extension Directors/Administrators nationally, including regional initiated work.
10. Cooperate with APLU leadership, NIFA, AHS, ESCOP, JCEP, CARET, NACo, National 4-H Council, and other groups as needed.
11. Support the Guiding Principles for the CES Executive Director/Administrator Team.