

COOPERATIVE EXTENSION

Extending Knowledge, Changing Lives

Executive Director and Administrator Team National Responsibilities

In Support of the Extension Committee on Organization and Policy (ECOP)
Michelle Rodgers, Chair

Overview: The Executive Director and Administrator Team (EDA Team) works in support of ECOP goals and ongoing priorities <http://www.aplu.org/CESGoals>. The seven-person team is made up of the full-time Executive Director and Staff Associate in the ECOP National Office at APLU in Washington, DC, plus 25 percent FTE of each of the five regional executive directors and administrator, including travel costs and other support. Expenses of the two staff in the ECOP National Office are paid by investments in national leadership paid via assessments to the 76 institutions in the Cooperative Extension Section of the APLU Board on Agriculture Assembly. Expenses of the regional executive directors and administrator are paid through regional Extension associations.

Meet the EDA Team:



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Robin Shepard, Executive Director
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Responsibilities: The primary purpose of the EDA Team is strategic in nature. All are experienced Extension professionals, many of whom have served in director/administrator positions during their careers. They each have a thorough understanding and passion for Extension national leadership and its benefit to state and local programming. Further, they have the depth of knowledge, political savvy and dedicated time to provide thoughtful guidance to ECOP members and other directors/administrators who offer national leadership on a volunteer basis on top of complex administrative responsibilities at their respective institutions.

The EDA Team also provides staff support to those leading ECOP efforts at the national level. The team has developed a listing of assignments with a primary and back-up member. The primary serves as the main contact for the effort and will be backed up by the other person as needed. Double staffing of ECOP efforts is not the general protocol. Due to the intensity of responsibility for some new efforts, some work requires two individuals until such time as an appropriate transition can be made to the primary/back-up approach.

In general, the EDA Team:

- Offers strategic guidance for priority work, promoting national coordination.
- Works in support of chairs of ECOP committees, task forces and working groups.
- Advises other EDA members on regional engagement on policy and process issues of concern to the national system/network.
- Recommends approaches for national initiatives, especially related to engagement with directors/administrators at regional levels.
- Communicates routinely to assure national initiatives are progressing appropriately.
- Attends to other responsibilities as outlined by the chair or lead for the effort.

Assignments: These assignments are revised at least annually and as needs change related to ECOP's emphasis areas and ongoing priorities.

Description - Chair	Primary	Back-up
Executive Committee – Rodgers	Schuchardt	Bull
Communications & Marketing Committee – Latimore, Reed, Rodgers	Schuchardt	
National Impacts Database Committee – Cross with ESCOP	Brown	Brown
National System Task Force – Hibberd	Schuchardt	Bull
Innovation Task Force – Smith	Lyons	Bull
ECOP Budget Task Force – Henning	Schuchardt	Ruble

Description - Chair	Primary	Back-up
Executive Director Search Committee – Fred Schlutt	Robin Shepard	Brown
ECOP Private Resource Mobilization Task Force – Reed	Schuchardt	Ruble
ECOP Orientation	Schuchardt	
Personnel Committee – Stovall/O’Neill	Bull	Lyons
New Directors and Administrators Orientation	Bull	Lyons
Excellence in Extension National and Regional Awards	Ruble/Lyons	Bull
<i>Note – Ruble point of contact for Awards Process.</i>		
<i>Lyons point of contact for nominations review.</i>		
Program Committee – Latimore	Brown	Houglum
Health Implementation Team – Klemme/Stovall	Ruble	Schuchardt
Diversity Award	Ruble/Brown	Houglum
<i>Note – Ruble point of contact for Awards Process.</i>		
<i>Brown point of contact for nominations review.</i>		
NUEL – Boerboom	Brown	Houglum
Budget and Legislative Committee – Steele	Schuchardt	Shepard
eXtension Foundation Board of Directors – Buckner/Geith	Schuchardt	
4-H Leadership Committee – Jones/McKee/Hibberd	Houglum	Bull
Extension Farm Bill Coordinating Committee – Trapp/Essel	Schuchardt	Brown/Lyons
Coordination with Liaisons to ECOP		
USDA-NIFA – Louie Tupas/Denise Eblen/Mike Fitzner	Schuchardt	Shepard
Board on Human Sciences – Linda Kirk Fox	Schuchardt	Brown
ESCOP – Clarence Watson	Brown	Schuchardt
CARET – Susan Crowell	Lyons	Shepard
National 4-H Council – Jennifer Sirangelo	Schuchardt	Bull
Coordination with ECOP Liaisons to Others		
Deferred Maintenance Strategy Committee – Foster	Bull	Schuchardt
ESCOP – Henning	Shepard	Schuchardt
National Research Support Projects	Lyons	
NRSP-NIMSS Management Committee	Lyons	
Joint Council on Extension Professionals - Hibberd	Lyons	Houglum

Description - Chair	Primary	Back-up
Public Issues Leadership Development	Houghlum	Lyons
Extension Disaster Education Network – Place	Schuchardt	Brown
LEAD 21 – Durgan/Place	Schuchardt	
<i>Journal of Extension</i> – Ami Smith	Schuchardt	
NC-FAR Board – To be determined	Schuchardt	Brown
NC-FAR Research and Outreach Committee	Schuchardt	
National Integrated Pest Management Coordinating Committee - Boerboom	Shepard	
APLU Board of Agriculture Assembly (BAA)		
National Multi-State Coordinating Committee	Schuchardt	Ruble
Policy Board of Directors (PBD) - Buchholz	Schuchardt	Lyons
Budget and Advocacy Committee (BAC) - Klemme, Essel	Schuchardt	Shepard/Lyons
Committee on Legislation and Policy (CLP) - Trapp, Essel	Schuchardt	Brown/Lyons/Shepard/Bull/Houghlum
Partnerships		
USDA REE and NIFA - Rodgers	Schuchardt	Lyons
NIFA/CES Retreat Follow-up – Hibberd/Schlutt	Shepard	
Food and Nutrition Service/SNAP-Ed	Bull	Schuchardt
US Department of Energy (SEEP)	Schuchardt	Shepard
NACo - Rodgers	Schuchardt	Houghlum
USDA Climate Hubs	Schuchardt	Brown

Approved by ECOP, September 20, 2016

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