

**2017-2018 ACTION PLAN**  
**Committee: Professional Development**  
**Subcommittee: Webinar**

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**Subcommittee Apprentice:**

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**Goal:** Provide innovative professional development opportunities via online webinars for NEAFCS members.

**Objective:**

- Solicit Webinar Session proposals.
- Review each proposal using NEAFCS online submission system.
- Select presentations for online presentation for members.
- Market approved webinars through NEAFCS venues.

	<b>What (Action steps)</b>	<b>Who (Specific name)</b>	<b>When (Specific date)</b>
1.	Prepare sub-committee Reports <ul style="list-style-type: none"> <li>• Mid-Year</li> <li>• End of Year Report</li> </ul>	Chair Chair-elect	Approximately - March 2018 September 2018
2.	Solicit webinar proposals from members, including members who presented at Annual Session. Invite partner members and sponsors whose work aligns with Extension for "Partner Spotlight" webinars.	Chair Members VP	Ongoing
3.	Recruit members for Webinar Subcommittee <ul style="list-style-type: none"> <li>• Encourage state VPs for Professional development to join and recruit other state members</li> <li>• Use NEAFCS Network newsletter to recruit potential members</li> <li>• Use NEAFCS website to recruit potential members</li> </ul>	Members VP	Ongoing
4.	Recruit additional Webinar Series Reviewers. <ul style="list-style-type: none"> <li>• Via NEAFCS Network</li> <li>• Via state affiliates</li> </ul>	Members VP	Ongoing

	<b>What (Action steps)</b>	<b>Who (Specific name)</b>	<b>When (Specific date)</b>
<b>5.</b>	<p>Review and select webinars for 2017-2018. Utilizing process similar to concurrent/showcase selection:</p> <ul style="list-style-type: none"> <li>• Check for online proposal submissions</li> <li>• Online review process</li> <li>• 3 reviewers for each proposal</li> <li>• 1 reviewer per region, but not from the same state as applicant</li> <li>• Lowest score is dropped</li> <li>• Must have an average score of 80 or higher to be accepted</li> <li>• Prepare schedule; include a variety of topics and minority options</li> <li>• Review program tracks and make recommendations for next year</li> </ul> <p>Provide evaluative feedback to members submitting proposals selected and non-selected proposals.</p> <p>No review process for those who presented at Annual Session and/or were national award winners.</p>	All subcommittee members, recruited reviewers, and NEAFCS VP for Professional Development	<p>All reviewers will receive instructions on process and procedures in January 2018</p> <p>Included with the announcement of accepted/non-accepted proposals</p> <p>October 2017</p>
<b>6.</b>	<p>Schedule Webinars (Oct., Nov., Jan.-Aug.)</p> <ul style="list-style-type: none"> <li>• Invite presenters of accepted proposals</li> <li>• Schedule with National Office, 2:00 pm EST</li> <li>• Submit presentation announcement (include all time zones) for website and NEAFCS Network to VP (to forward to National Office)</li> <li>• Identify host for webinar (notify National Office); Webinar Host Guidelines</li> <li>• Thank presenter after webinar</li> </ul>	Chair or other member working with Partners in Assoc. Management company	One month prior to presentation

	<b>What (Action steps)</b>	<b>Who (Specific name)</b>	<b>When (Specific date)</b>
7.	<p>Market webinars as opportunities for professional presentations and as a valuable benefit of membership. Inform members that Webinar Archives are available for viewing anytime on website, and webinar attendees receive Participation Certificate from National Office.</p> <p>Build awareness of professional development opportunities. Submit short article for NEAFCS Network to VP for Professional Development by first Friday of each month.</p>	Chair Members	Ongoing