

**2023 ACTION PLAN**  
**Committee: Professional Development – Webinar**  
**Professional Development Vice President – Marcia Parcell**

**Committee Chair:** Misty Harmon (OH)

**Committee Chair-elect:** Lauren Weatherford (WV)

**Committee Apprentice:** Crystal Terhune (MD)

**Strategic Plan Goal:**

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

**Committee Goal:**

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

**Objectives:**

- 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.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Solicit webinar proposals from members, including members who presented at Annual Session or who submitted presentation proposals and were not selected. Invite partner members and sponsors whose work aligns with Extension for “Partner Spotlight” webinars.	All Members VPPD	Ongoing
2.	Recruit members for Webinar Committee <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</li></ul>	All Members VPPD	Ongoing
3.	Recruit additional Webinar Series Reviewers <ul style="list-style-type: none"><li>• Via NEAFCS Network</li><li>• Via state affiliates</li></ul>	All Members VPPD	Ongoing
4.	VPPD will send out Webinar Proposals for review. Members will review and select webinars for 2022-2023. Utilizing process similar to concurrent/showcase selection: <ul style="list-style-type: none"><li>• Check for online proposal submissions</li><li>• Online review process</li></ul>	All Members – see separate sheet with those who signed up to review Preferences on what committee members would like to review:	Ongoing

	<ul style="list-style-type: none"> <li>• 3 reviewers for each proposal</li> <li>• 1 reviewer per region, but not from the same state as applicant</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. No review process for those who presented at Annual Session and/or were national award winners.</p>	<p>Content Areas:</p> <ul style="list-style-type: none"> <li>• Admin/Leadership</li> <li>• Finance</li> <li>• Lifespan/Child Dev/Parenting/</li> <li>• 4-H/Stem</li> <li>• Health/Chronic Disease</li> <li>• Housing/Home Care</li> <li>• Mental Health</li> <li>• Food Safety</li> <li>• Food/Nutrition</li> <li>• Sustainability</li> <li>• Technology</li> <li>• Disaster Preparedness</li> <li>• Trending Topics</li> <li>• Life Members</li> </ul>	
5.	<p>Schedule Webinars (monthly)</p> <ul style="list-style-type: none"> <li>• Invite presenters of accepted proposals</li> <li>• Schedule with National Office, 2:00 or 3:00 pm EST</li> <li>• Submit presentation announcement (include all time zones) for website and NEAFCS</li> </ul> <p>Network to VP (to forward to</p> <ul style="list-style-type: none"> <li>• Identify host for webinar (notify National Office); Webinar Host Guidelines</li> <li>• Thank presenter after webinar</li> </ul>	<ul style="list-style-type: none"> <li>• Will Ferguson will schedule webinars after review process is complete and has met requirements.</li> <li>• VPPD will notify proposals and Will Ferguson if accepted of not accepted and provide comments to them.</li> </ul> <p>Members of committee can serve as host and thank presenters after webinar</p>	<p>Prefer schedule webinars two months in advance to allow for publicity.</p> <p>Ongoing</p>
6	Webinars are available for viewing anytime on website.	Will Ferguson. will archive all webinars	Ongoing
7.	<p>Prepare sub-committee Reports</p> <ul style="list-style-type: none"> <li>• Mid-Year</li> <li>• End of Year Report</li> </ul>	VPPD	Approximately - March 2023, early August 2023
8.	Build awareness of professional development opportunities. Submit short article for NEAFCS Network to VP for Professional Development by the first of each month.	Members are welcome to write short articles.	Ongoing
9.	Make up a form letter to have online that members could use to send to people for recruiting for proposals	VPPD	Marcia Parcell needs to approve and have posted
10.	Send out timely emails through the system during the year about what the Committee is doing and/or could do.	Chair VPPD	Every three months or more