



2015-16 NAE4-HA Team Plan of Work

Team/Committee/Task Force: _____ **President's Council** _____

Team Leader/Committee/Task Force Chair: _____ **Lena D. Mallory (KY), President** _____

Committee/Task Force Chair-Elect: _____ **Shawn Tiede (NY), President-Elect** _____

Date Submitted: _____ **January 18, 2016** _____ **Submitted by:** _____ **Lena D. Mallory** _____

NAE4-HA Strategic Goals:

- Provide a means of effective communication between the NAE4HA Board and membership.
- Facilitate networking throughout the association and with 4-H partners.
- Meet the needs of youth development professionals by maximizing the use of technology.
- Provide progressive levels of professional development
- Elevate the quality of youth development work through scholarship, research and practice.
- Advocate for the 4-H youth development profession.

Team/Committee/Task Force Goals for 2015-16:

- 1) Ensure the integrity of work by the association whether by members of the Board of Trustees, Committees, Task Forces, and Executive Director Team maintains meeting the needs of the entire membership in all decisions and opportunities as a first priority.
- 2) Initiate Strategic Planning Process to provide NAE4-HA guidance in short and long term to maintain the viability of the association's mission and vision.
- 4) Improve positive communication between the 12-team members of the Organizational Stewardship Committee and the NAE4-HA Board of Trustees. Discover the most efficient way to utilize technology for the benefit of the membership in regards to officer elections. Finally, to complete any and all tasks assigned to the OSC demonstrating pride of their accomplishments.

Objective(s)	Action Steps	Position/Person Responsible	Target Date	Status Report	Budget Amount
Convene NAE4-HA Board of Trustees for productive, viable, & engaging meetings to further the business of the association to meet the needs of NAE4-HA membership.	<ul style="list-style-type: none"> * 2015 Transition Board meeting preparation and facilitation. * Spring 2016 meeting preparation and facilitation. * Fall 2016 full-Board conference call preparation and facilitation. 	2015 Transition Board, Spring 2016, Fall 2016, and 2016 Pre-Conference Board Meetings –Lena Mallory with Jim Thompson & Suzanne Morris	2015 Transition Board – 10/29/15 Spring Board – 3/29-30/16	* 2015 Transition Board meeting completed on 10/29/15 with follow-up on action items during the month of November.	

	<ul style="list-style-type: none"> * 2016 Pre-Conference Board meeting preparation and facilitation. * 2016 Transition Board meeting preparation and facilitation. 	<p>(CHMS)</p> <p>2016 Transition Board – Shawn Tiede with with Jim Thompson & Suzanne Morris</p>	<p>Fall Board Call – Late August or Early September</p> <p>Pre-Conference Board – 10/8-9/16</p> <p>2016 Transition Board – 10/13/16</p>		
<p>NAE4-HA Strategic Planning Process begun in 2015 and completed by early 2017 to provide guidance on where the association needs to be now, tomorrow, and in the future.</p>	<ul style="list-style-type: none"> * Strategic Planning process introduced and groundwork started at 2015 Annual Conference in Portland, OR. * Collect input from various aspects of membership as appropriate. * Membership input throughout the process via JCEP Leadership Conference association meetings, Regional Director state visits, surveys, and/or during annual business meetings/conference. * Development of goals/action steps by Board of Trustees. Association membership input/review included as appropriate. 	<p>Lena Mallory with assistance from NAEPSPD President – Karen Ballard (AR). / Shawn Tiede / Regional Directors / Jim Thompson & Suzanne Morris (CHMS) / Kim Gressley</p>	<p>Member & Board Input – October 2015 – Fall 2016</p> <p>Member Engagement – 2016 JCEP Leadership Conference</p> <p>Preliminary Plan Development – 2016 Spring Board</p> <p>Finalization of Strategic Plan by Early 2017</p>		
<p>Organizational & Stewardship Committee</p>	<ul style="list-style-type: none"> *Review Chart of Service *Review/update the Call for Nominations. Update by also making it fill-able. *Review and solicit individuals to 	<p>Immediate Past President (Chair of OSC) – Kim Gressley (AZ)</p> <p>--12 Member Team (3/region)</p>	<p>November / December 2015</p> <p>December 2015</p>	<p>This committee started working in December, 2015. Committee members already have secured three individuals to run for elected positions. Numerous committee members volunteered to make calls and work on specific tasks.</p>	

	<p>run for elected open positions for 2016</p> <p>*Offer appointed chair positions to interested individuals</p> <p>*Draft and submit annual conference seminar proposal. Work with 12 member committee to prepare presentation for NOLA.</p> <p>*Update OSC handbook</p> <p>*Review policies surrounding campaigning. Select mode for electronic voting. Review “open window” timeframes.</p> <p>*Review Meet ‘n Greet opportunity for membership.</p> <p>*Plan Celebration of Life ceremony for NOLA.</p> <p>*Plan and prepare for the installation of new officers in NOLA.</p> <p>*Schedule date for open business meeting to accept nominations</p>		<p>Committee working on this until May 1, 2016 Same as above</p> <p>December 15, 2015 for Submission / Planning will occur in Summer, 2016</p> <p>March, 2016</p> <p>February - April, 2016</p> <p>January, 2016</p> <p>Summer, 2016</p> <p>Summer, 2016</p> <p>July, 2016</p>		
President’s Council Organizational Documents /	* Updates to 2014-15 President’s Council Handbook / Changes noted as appropriate for 2015-16.	Handbook -- Lena Mallory (2014-15 Changes) &	* 2014-15 Information shared by		

Handbook	<p>* President's Council Transition and sharing of files/documents as appropriate to maintain records and continuity for the association and respective officer positions.</p>	<p>Shawn Tiede (2015-16 Changes)</p> <p>Files/Documents - - Kim Gressley (2014-15 President Info to Lena/Shawn & 2015-16 Past President Info to Lena Mallory & Shawn Tiede)</p> <p>Lena Mallory (2015-16 President Info to Shawn Tiede)</p> <p>Shawn Tiede (2015-16 President-Elect Info to incoming when announced.)</p>	<p>1/15/16.</p> <p>* 2015-16 Information shared throughout the year as appropriate.</p>		
Orientation of 2016-17 Board of Trustees Members	<p>* Work with OSC to ensure candidates and potential committee chairpersons are aware and invited to participate in upcoming meetings including, but not limited, Pre-Conference Board, Transition Board, and Installation Ceremony during business meeting.</p> <p>* Review of current/past orientation structures for incoming Vice Presidents and Regional Directors. Evaluate for expansion to include incoming Committee Chairpersons who serve on Board of Trustees.</p> <p>* Development of effective Board</p>	<p>Shawn Tiede to take lead. / Lena Mallory to assist with orientation development. / Kim Gressley, Jim Thompson & Suzanne Morris as appropriate.</p>	<p>Spring & Summer 2016 – Communication with Candidates and Others through OSC</p> <p>September 2016 for Board of Trustees Orientation</p>		

	of Trustees Orientation that provides “Nuts n’ Bolts” information as well as Incoming President’s vision for the Board to be installed during 2016 Annual Conference.				
Continue to strengthen the collaboration and communication between NAE4-HA and National 4-H Partners.	<p>* Monthly President conference calls with 4-H National Headquarters and National 4-H Council Liaisons to NAE4-HA. President-Elect to participate when available in especially second half of year calls. Other members of Board of Trustees, Committees, and Task Forces invited as appropriate to agenda items.</p> <p>* Address/provide information as needed with 4-H Headquarters and National 4-H Council issues, opportunities to bridge the three entities to further meet the needs of the 4-H Youth Development Professional.</p> <p>* National 4-H Activities Foundation’s NAE4-HA Financial Advisory Committee to meet twice a year.</p>	<p>Monthly Calls and Bridging of Information -- Lena Mallory with Doug Swanson (NIFA/4-H Headquarters) and Jennifer McIver (National 4-H Council)</p> <p>Financial Advisory Committee – President’s Council, VP of Finance & Operations, and VP of Marketing & Outreach to meet with Jennifer McIver (National 4-H Council Liaison) during Spring and Pre-Conference Board of Trustees Meetings.</p>	<p>Monthly Conference Calls and Bridging of Information – November 2015 through September 2016</p> <p>National 4-H Activities Foundation NAE4-HA Sub-Committee Meetings – March 2016 & October 2016</p>		
JCEP National Board and Leadership Conference Planning Committees	<p>* President’s Council to represent NAE4-HA during monthly JCEP National Board of Directors conference calls.</p> <p>* Represent NAE4-HA at the JCEP Winter and Summer Board meetings. President to prepare NAE4-HA report for these Board meetings.</p>	Lena Mallory Shawn Tiede Kim Gressley	Conference Calls – Conducted primarily 4 th Thursday of month from November 2015 – August 2016.	As of 1/18/16, Lena Mallory as part of her JCEP Marketing Committee responsibilities is scheduled to represent JCEP and NAE4-HA at the 2016 NEAFCS and ESP Annual Conferences.	Past President serves her role as an elected officer for JCEP – Kim Gressley serves this year as

	<p>* President to represent JCEP and NAE4-HA at least two “sister association” annual conferences as a member of the JCEP Marketing Committee and participate in committee meetings as scheduled.</p> <p>* President to represent NAE4-HA on 2016 JCEP Leadership Conference Planning Committee. President Elect to represent NAE4-HA on 2017 JCEP Leadership Conference Planning Committee.</p> <p>* President’s Council to advise as needed, participating as members of the State Relations Team, on the development of an agenda for the NAE4-HA association meeting during the JCEP Leadership Conference.</p> <p>* President’s Council to fulfill JCEP Officer and/or Committee responsibilities as appropriate.</p>		<p>Winter JCEP Board – February 8-9, 2016 @ Las Vegas, NV</p> <p>Summer JCEP Board – June 6-9, 2016 @ Wilmington, NC</p> <p>JCEP Leadership Conference Committee – Monthly calls as scheduled. 2016 Conference scheduled for February 10-11, 2016 @ Las Vegas, NV</p>	<p>President. Lena Mallory is shadowing as Treasurer as needed in preparation for 2017 JCEP Treasurer term. Shawn Tiede will run for JCEP Officer or Chairperson role during 2016 JCEP Summer Board meeting.</p>	
PILD Conference	<p>* President’s Council to participate and represent NAE4-HA in all aspects of PILD as appropriate and as budget allows.</p> <p>* President to provide NAE4-HA Report for JCEP/ECOP Luncheon during PILD Conference. President’s Council to participate in luncheon.</p> <p>* President to collaborate with 4-H National Headquarters as needed on session for NAE4-HA members in attendance at PILD.</p>	<p>Lena Mallory Shawn Tiede Kim Gressley</p> <p>VPMO—Casey Mull to prepare NAE4-HA summary report for use at luncheon and Congressional Visits as appropriate.</p>	<p>Planning & Preparation – January – March 2016</p> <p>PILD Conference – April 10 – 13, 2016 @ Crystal City, VA / Washington, DC</p>		

	<ul style="list-style-type: none"> * President Elect to work with NAE4-HA's representatives to PILD Planning Committee on the planning and implementation of "Association Night Out" event. * President's Council to prepare agenda/reports for association meeting during PILD Conference. * President Elect to work with VPFO and Regional Directors as appropriate to confirm PILD Scholarship Stipend recipients including on-site verification. * President's Council to participate in other 4-H activities during PILD Conference timeframe (e.g., Congressional Breakfast) as appropriate and invited. * President's Council to possibly represent NAE4-HA by participating with state delegation visits to Capitol Hill. Or at minimum, represent 4-H Profession by participating as needed and invited in state Congressional visits during PILD Conference. 				
<p>Collaboration and Coordination with Executive Director and Association Management Team / Includes Conference Planner positions as appropriate.</p>	<ul style="list-style-type: none"> * Work with CHMS as needed on daily operations for NAE4-HA. * Update roles/responsibilities for Executive Director position as appropriate. * Conduct constructive annual evaluation of Executive Director Team that includes input from 	<p>Lena Mallory Shawn Tiede Kim Gressley</p> <p>Evaluation – Chaired by Kim Gressley as</p>	<p>Ongoing</p> <p>Annual Evaluation – Conducted in</p>		

	Board of Trustees.	Immediate Past President	June 2016		
--	--------------------	-----------------------------	-----------	--	--