

**Annual Plan of Work**

**January 1, 2023 – December 31, 2023**

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| Committee Name | **Membership** |
| Committee Members | **Co-Chairs:** Brad Sewell & Tearney Woodruff  **Regional Reps:** Adeola Ogunade (NE Rep), Brenda Allen (NCR Rep), Craig Rotter (S Rep), Lendel Narine (W Rep), Latasha Ford (1890s Rep)  **Members:** Ken Jones, Robin Ertz, Kelly Beers, Terrence Wolfork, Diane Mashburn, Pat Wills, Cynthia Wilson-Willis, Mark Petit, Amanda, Rysz, Lisa Kaslon, Teresa McCoy (President), Matt Benge (President-Elect) Meredith Weinstein (Treasurer) |

| Please provide a brief scope of work of the committee. | The Membership Committee is responsible for the following:  1. Recruitment of new members  2. Retention of current members  3. Welcoming of new members  4. Providing new member activities at the national meeting  5. Having exhibits at other appropriate conferences  6. Recruiting members for involvement in presenting webinars, contributing to e-newsletter, and new member profiles. |
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| Specific Item to Accomplish | Responsibility  (Names of people assigned to item) | Key Contact  (Person who will serve as a key contact for item) | Goal Date  (Anticipated completion date) | Completion Date  (to be filled in when completed) |
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| **Mentors assigned for First-time Conference Attendees**  *(Strategic Plan Goals 3 & 4)* | | | | |
| * Refine and formalize clear expectations of Mentors/Mentees | Membership Committee | Ken Jones/ Robin Ertz | July |  |
| * Encourage current mentors to make mentees aware of Learning and Professional development opportunities within NAEPSDP, to join a committee, and to attend 2023 conference | Current Mentors | Ongoing |  |
| * Encourage new members to contribute to 2023 Conference | Current Mentors | April/May |  |
| **Recruiting and Retention**  *(Strategic Plan Goal 4)* | | | | |
| * Promote NAEPSDP membership/activities to colleagues at LGI, professional conferences, list-servs | Regional Reps  *(w/ support from Marketing Committee)* | Tearney Woodruff | On going |  |
| * Contact lapsed members to encourage them to stay “in good standing” | Regional Reps | Craig Rotter | Monthly - June |  |
| * Request that current members contact lapsed members at their institution to encourage them to pay membership before June 30 and provide feedback if not interested in continuing membership | NAEPSDP Members/Regional Reps | Brenda Allen | June |  |
| **Conference Activities**  *(Strategic Plan Goal 4)* | | | | |
| * Welcome/New Member Reception | TBD | Brad Sewell/Robin Ertz | 2023 Conference |  |
| * Facilitate connections with Mentors | TBD | 2023 Conference |  |
| * Promote benefits of membership and committee involvement at conference | TBD | 2023 Conference |  |
| **Awards and Recognition**  *(Strategic Plan Goal 4)* | | | | |
| * Edit and open award application. Marketing of awards | TBD | Tearney Woodruff | March-August |  |
| * Compile nominations and implement review/selection process. | TBD | August-October |  |
| * Notify recipients, order awards, and present awards at conference. | TBD | October-December |  |

| Budget Request | $5,050 (New Member Reception at 2023 Conference & Awards) |
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***Submission instructions:***

* Rename the document with your committee name such as: 2022 Membership Committee Plan of Work.doc
* Post in the BOX, folder “2022 Committee Work Plans” or email to [jhuettem@purdue.edu](mailto:jhuettem@purdue.edu).