

**Annual Plan of Work**

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

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| Committee Name  | Policy & Resolutions |
| Committee Members  | Matt Benge, Chair, remainder to be recruited as needed.  |
| Please provide a brief scope of work of the committee.  | The Policy & Resolutions committee is charged with studying and researching on all major policy decisions to the Constitution & Bylaws, as well as the Operating Procedures. Members solicit, receive and review resolutions from the membership and develop and present resolutions to the membership for further action. The committee is responsible for and coordinates all necessary changes to the NAEPSDP By-laws and Governance Policies. The Resolution & Policy Committee is made up of a Committee Chair (the president-elect), and members at large who are in good standing with the association. The Resolution & Policy committee must work closely with each of the other standing committees to accomplish their work.  |

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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)  |
| 1. Review the Constitution & Bylaws and Operating Procedures to be familiar with documents and able to answer questions and to ensure all are updated and on the web site | Benge | Benge | March 30, 2023 |   |
| 2. Prepare a document that contains all motions approved by the board in 2023. | Benge | Benge | December 2023 |  |
| 3. Collect any proposed discussion and change items at monthly meetings concerning the Constitution & Bylaws and determine if changes or updates are needed. | Benge  | Benge | On going in 2023  |   |

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| 4. Recruit committee members as appropriate.  | Benge | Benge | When needed  |   |
| 5. Develop recommendations for changes or updates to the organizational documents and present to board. | Benge and Board  | Benge | September 2023 |   |
| 6. Send any proposed changes to the Constitution and Bylaws recommended by the board to the membership at least 30 days prior to the annual meeting. | Benge | Benge | November 1, 2023 | To be approved at the 2023 Annual Meeting. |

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| Budget Request  | None  |

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| ***Submission instructions:*** * Rename the document with your committee name such as: 2020 Membership Committee Plan of Work.doc
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