

Ohio NACDEP

President Duties & Meeting Agenda Items

The new Ohio NACDEP president will take over duties at the winter meeting of the previous year (usually held during the OSU Extension Annual Conference). A vice president will also be elected at that time and will become president the following year.

Ohio NACDEP meetings are held during Ohio JCEP meetings on the Columbus campus several times per year. Current year schedule:

2020 Ohio JCEP Meeting Dates:

February 10, 2020 Ag Admin Auditorium (Committees 10-12, Board Meeting 1-3)

April 20, 2020 Ag Admin Auditorium (Committees 10-12, Board Meeting 1-3)

June 29, 2020 4-H Center (Committees 10-12, Board Meeting 1-3)

August 17, 2020 Zoom Meeting - Board Only (10:00 am – 12:00 noon)

October 12, 2020 4-H Center (Committees 10-12, Meeting 1-3)

The president should send a reminder and agenda for each meeting (including the meeting in December). Attendance should be taken at each meeting.

Possible agenda items below (include anything else that needs to be discussed – email CD AD your agenda and ask if he has anything to add). After each meeting email the minutes to Ohio's membership list and cc the CD Admin.

February 10:

- Request/coordinate review of Schindler Award process/guidelines (nomination form, call for nominations process, etc.)
- NACDEP Award Nominations – President to find out when awards are due to NACDEP (usually mid to late February) and work backwards for a timeline.
 - President sends email (≥ 2 weeks before due) to Ohio membership requesting submission of nomination packets to Ohio NACDEP president ≥ 3 weeks before final due date.
 - President forwards applications to CD AD for review.
 - AD chooses Ohio winners and forwards names to president within one week.
 - President emails (≥ 2 weeks prior to final due date) the Ohio membership notifying/announcing winners with instructions for final submission to NACDEP.
 - The AD will submit the Distinguished Career Award nominee to NACDEP, who is usually the current Excellence in CD award winner (must be ≥ 7 years in Extension).
- Other professional conferences (dates & call for proposal deadlines):
 - Who is attending the PILD (Public Issues Leadership Development) Conference in Washington, DC (usually in April)
- Alumni Development efforts
 - Homecoming tailgate and/or other events
- CD Unit meeting schedule – April 16 and August 6 for 2020 (4-H Center International Room)
- Next Ohio NACDEP meeting date (CD in-service April 16, 2020)
- AD Program Update

January 28, 2020

April 20:

- Who is attending and presenting at the NACDEP Conference
 - Reminder of conference hotel rate deadline; early bird registration deadline.
 - Participants need T# in advance.
- Other professional conferences (dates & call for proposal deadlines)
- Alumni Development efforts
 - Homecoming tailgate plans and/or other events
- CD Unit meeting schedule update
- Next Ohio NACDEP meeting date
- AD Program Update

JUNE 29:

- Alumni Development efforts
 - If Homecoming tailgate:
 - One month before Homecoming, email CD professionals, CD emeriti, retirees, former employees. (Get updated list-serve from CD admin.)
- NACDEP Conference Recap
- Other professional conferences (dates & call for proposal deadlines):
 - Who is attending JCEP Leadership Conference
 - Others?
- CD Unit meeting schedule update
- Next Ohio NACDEP meeting date (CD in-service August 6, 2020)
- AD Program Update

OCTOBER 12:

- Homecoming tailgate report (if held before this meeting, otherwise report in December)
- OJCEP and Ohio NACDEP membership renewals due end of October.
 - CD has paid for JCEP and NACDEP (55120-530801-JCEP) in the past. **Check with AD/CD Admin to confirm for current year.** CD Admin sends email at beginning of October explaining procedure.
 - Individual funds to pay for other memberships.
 - Send email confirmation to CD Admin to process fund charges
- Anyone interested in president-elect for next year?
- Alumni Development efforts
- Other professional conferences (dates & call for proposal deadlines)
- CD Unit meeting schedule update
- Next Ohio NACDEP meeting date (Extension Annual Conference in December)
- AD Program Update

DECEMBER (held during Extension Annual Conference)

- Contact new president (and AD, too) to collaborate on an agenda for this meeting
- Outgoing president begins meeting / New president takes over / vice president elected
 - Outgoing president will submit an annual report at this meeting (can email it before).
(See sample annual report.)
- Next year dates for:
 - Ohio JCEP meetings
 - Other professional conferences (dates & call for proposal deadlines):
 - JCEP Leadership Conference
 - PILD
 - ESP National
 - CDS
- NACDEP Conference call for proposals deadline
- Apply for NACDEP national awards (recognized past year regional & national winners)
 - Applications available _____; due _____
 - Explain application procedure
- Opportunities for national NACDEP committee (chairs & members) and officer participation
- AD Program Update