



## 2021 Committee Chair Events & Deadlines at a Glance

All Times are in Eastern Time

### Monday, August 23

- 2:00 – Program Leadership Committee (PLC) meeting – All current PLC Representatives, Chairs and Vice-Chairs are asked to attend.
- 4:00 – Newcomer Orientation – All Chairs and Vice-Chairs are encouraged to participate to welcome newcomers to their respective committees.

### Tuesday, August 24

- 10:00 – General Session
- 12:30 – Lunch
- 1:30 – Committees meet with Administrative Advisors
- 3:15 – Committees meet without Administrative Advisors
- 4:15 – Social Hour

### Wednesday, August 25

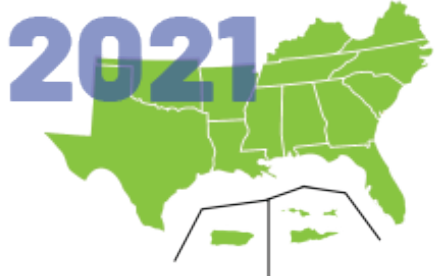
- 10:00 – Committees meet on their own schedule to develop Plans of Work, action items, and accomplishments
- 2:00 – Committees meet with Administrative Advisors
- 3:30 – Committees meet without Administrative Advisors
- 4:00 – *Action Items and Accomplishment slides* due (PowerPoint) emailed to [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu).
- 4:00 – Updated *membership list*, send to [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu). Send subsequent updates throughout the year to Russ Garner at [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu).
- 4:00 – Submit new *2021-22 Plan of Work* including a list of *newly elected* officers and PLC representatives and conference call schedule - emailed to [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu).
- 4:00 – Updated *2020-21 Plan of Work* emailed to [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu).
- 4:00 – Conference evaluations via email link

### Thursday, August 26

- 9:30 Central Time – PLC Meeting – Current and new PLC Representatives asked to attend. Committees meet on their own schedule as needed.
- 12:30 Central Time – PLC Presentation to AEA and ASRED

Contact SRDC at 662-325-5885 or email Russ Garner [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu)

*Surviving & Thriving:*  
**TURNING ADVERSITY  
INTO OPPORTUNITY**  
SR-PLN, AEA, ASRED Joint Virtual Meeting



PLN, AEA, ASRED Joint Virtual Meeting

August 23-26, 2021

Preparing Action and Accomplishment Items

**Download the Template**

- Go to the PLN website: <http://srpln.msstate.edu/index.html>
- Go to your committee on the “Committees” tab at the top of the page
- Look under “[Committee Name] Update Materials”
- Locate the 2021-2022 Action & Accomplishments Template (PPT)
- Right click on the document and “save link as”
- Select the place you want to save the document.
- Open and proceed to create your content.

**Prepare the Action Item(s):**

Action items should be plans or intended actions arising from a committee that need to be approved by AEA and ASRED. The pieces should be short and to the point. Action Items are not required if you do not have anything that fits the criteria.

- Use the Action Items PowerPoint slide to create your action items.
- Fill in the information using the bullet prompts (background, committee(s) involved, action requested, timeline)
- Keep all information for one action item on one slide
- Do not change the fonts, colors or styles as these have to be combined from all committees
- Add additional Action Item Slides if needed: To duplicate, right click on the Action Item slide in the left sidebar, and click “Duplicate Slide.”

**Preparing the Accomplishment Slide – One slide per committee - Required:**

Accomplishments should be a summary of key actions completed by the committee in the previous year that demonstrate the value of working together regionally. Limit these to your most impactful work.

- Use the Accomplishments slide – 1 slide per committee.
- Write short, concise bullets describing what your committee has accomplished together in the past year. This is not the place for individual state accomplishments, rather for committee efforts.
- Do not change the fonts, colors or styles as these have to be combined from all committees
- Only one slide per committee

Submit to: [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu)





## Program Committee Officer Helpful Hints

- I. **Where to find your committee's webpage:**
  - a. Go to the home page for PLN: <http://srpln.msstate.edu/>
  - b. Click on "Program Committees" pull-down tab located just under the top banner.
  - c. Select your committee
  
- II. **What is on your committee's page:**
  - a. Officers names
  - b. Membership list
  - c. Listserv address: click to access or hover over the word "listserv" and the address appears at the bottom left of your screen.
  - d. Your current Plan of Work in a Word (editable) and PDF version
  - e. Minutes
  - f. Archives of previous years' work
  - g. Committee call schedule and conference phone number provided by SRDC. *[NOTE: If your committee is meeting via Zoom or some other platform, please provide the link information on your Plan of Work along with the dates for calls.]*
  
- III. **How to make changes to your committee's page:**
  - a. At this point, we do not have a way for you to directly upload your own changes.
  - b. Please email changes to [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu)
  
- IV. **How to set up conference calls for the committee:**
  - a. The phone number listed on your committee page is dedicated to the use of your committee. You do not have to go through the SRDC to set up calls.
  - b. When you submit the dates/times of calls on your Plan of Work (space is provided at the bottom of that page), the SRDC posts those to the conference call box.
  - c. The moderator code for calls is the same as the participant code except use an \* at the end instead of a #.
  
- V. **How to use the listserv:**
  - a. The lists are closed to protect against spam or unwanted communication. That means that only people on the list can send or receive to the list.
  - b. All members are included on the listserv using the email address posted on the members' page. Anyone that is a member should be able to send and receive using the committee's listserv address and their address as listed on the members' page.
  - c. New members or changes in email addresses have to be entered manually by the listserv administrator (Russ Garner). Please let Russ know if you have changes: [russ.garner@msstate.edu](mailto:russ.garner@msstate.edu)
  - d. Common problems that prevent email exchanges in the listserv:
    - i. Using an email address that is different from the one listed. The listserv cannot interpret email aliases and will reject any messages from differing addresses.
    - ii. Asking someone not on the list (such as an administrative assistant) to send an email for you if they do not use your email from which to send.
    - iii. Being blocked by spam filters. Some committee lists are very large and may look like spam to your computer's filter. You may need to mark the listserv address as "safe."
  - e. Communicating with other committees: At times, one committee needs to share information with another committee. Since all committee listservs are closed lists, the best way to communicate with another group is to ask someone in that committee (such as a committee officer) to forward a message to that listserv. You could always ask that they copy you on the message in case follow-up is needed.
  
- VI. **How to stay connected to the larger PLN organization:**
  - a. Your two Program Leadership Committee (PLC) representatives are important links to the overall network. Encourage them to give reports during your committee calls and/or to communicate important information through the listserv as needed between calls.
  - b. Work out a back-up plan for those occasions when they cannot be on the PLC calls. Vital information is missed when no committee representative is on the call. Also, a time is always set aside to hear reports of the important work of each committee.

## Understanding the Roles & Responsibilities of PLC Representatives

### *An Excerpt from Southern Region Program Leadership Network (SR-PLN) Structure Guidelines (August 2010)*

<http://srpln.msstate.edu/linkstools/index.htm>

#### **PLC Responsibilities:**

- Provide leadership for development of Southern region multi-program area proposals that address existing or emerging issues. These issues are identified by Program Committees in the form of proposals or information.
- As the primary program planner for the SR-PLN Annual Joint Conference, the PLC should constantly explore methods and activities to enhance cross-state and cross-program discussions and activities to maximize collaboration, benchmarking/evaluation and peer coaching/mentoring opportunities.
- Receive, review, and comment on Program Committee reports and makes recommendations to Southern Directors and Administrators. Copies of program reports, with recommendations, are sent to the chair of the SRPLC prior to forwarding to the Southern Directors and Administrators.
- Monitor the needs for regional and national programming in the Southern region including:
  - The establishment of regional task forces or committees,
  - Monitoring and recommending approval of multi-program area regional activities,
  - Monitoring and recommending approval of regional activities originating in the Program Committees, and
  - Reporting and recommending of approval/disapproval of activities to the Southern Directors and Administrators on a semiannual basis.
- Assure that information related to regional multi-program area activities is distributed to program committee representatives as well as Southern Directors and Administrators. This information includes SRPLC actions and task force reports. PLC representatives will distribute this information to their respective Program Committee chairs and members as appropriate.
- Coordinate and plan the annual Joint Southern Region Program Committee meeting.
- Evaluate and approve all program proposals that involve two or more committees.
- Submit approved proposals to administrators and directors for approval before they can be initiated.
- Communicate continuously with Southern Region Administrators and Directors regarding important information items, proposals, the progress of task forces, and emerging program direction. This communication should also consistently include the value to individuals that accrue as a result of participating in the SR-PLN Annual Joint Conference and Program Committee activities that take place throughout the year.
- Communicate the status of proposals to appropriate Program Committee representatives or to the task force chairperson after action has been taken by administrators and directors. The SRPLC also gives oversight to implementation and success of the proposed actions approved.

### **Specific Tasks of the PLC:**

- Develop a regional, integrated AWP, generally during the annual meeting. It will include and build upon the input from the PCs and from PLC discussions of emerging issues. It will be posted to the Web, shared with Directors and Administrators, and will serve as a major programmatic leadership document for the region.
- Convene at least quarterly conference calls that will include the following agenda items:
  - Emerging issues
  - Review of regional AWP status/progress
  - Review of PLC Web site and listservs
  - Review annual conference details
  - Other responsibilities as assigned by SR-PLC chair
- Ensure that current e-mail addresses and phone numbers are provided to the SR-PLN Webmaster so that the Web site can be kept current and so that communication can be prompt and inclusive.
- Develop functional descriptions for each committee role, i.e., chair, vice-chair, member, Administrative Advisor, and others, and will develop operating guidelines for posting to the Web.
- Prepare a plan for an Orientation and Leadership Retreat to be held annually for the incoming leadership and advisors of the PCs, PLC and EC. New directors, administrators and newly appointed associates will be encouraged to participate.

### **Participation Guidelines for Those in Key Roles to Foster Performance of Duties:**

- All Program Committee members should be encouraged to take ownership of the committee's work year-round. However, given the nature of the leadership role, officers, advisors and representatives should be required to participate in at least 75 percent of all committee communication including conference calls, meetings, etc.
- If a person cannot participate, he/she should designate someone to sit in and report in his/her place.
- All representatives and officers should have the support of their administrators/directors before accepting a leadership role.
- If an individual serving on a Program Committee is not fulfilling his/her role (i.e. chair, vice-chair, committee member) on a PLN committee, the Administrative Advisor, after being notified of the issue by the chair of the committee, will notify the person's administrator/director.
- If an individual serving as Administrative Advisor is not fulfilling his/her role, the Chair will notify the appropriate Executive Administrator/Director.

# **Understanding the Roles & Responsibilities of Program Committees, Officers, and Representatives**

## ***An Excerpt from Southern Region Program Leadership Network (SR-PLN) Structure Guidelines (August 2010)***

<http://srpln.msstate.edu/linkstools/index.htm>

### **Roles and Responsibilities of Program Committees (PC)**

In support of the mission and vision of the SR-PLN and from the perspective of the particular program area, each PC should recognize the potential benefits and opportunities that accrue to the individuals and institutions that participate and focus its activities on increasing the value of the SR-PLN to participants. To this end, each PC will develop an Annual Work Plan (AWP) that will be posted on the Web and shared with PLC for integration into a SR-PLN AWP. The AWP for each committee will be brief and will include major goals, objectives, timelines, action items and designations of responsibility for the work of the committee during the year. AWP's should generally be developed during the annual PLN meeting.

Each PC will develop a description of the roles and guidelines relevant to the respective committee, which will be posted to the SR-PLN Web site. These descriptions should include the roles of officers and representatives, as well as operational guidelines that may be unique to the particular PC.

Each PC will convene at least quarterly conference calls to include the following agenda items:

- Emerging issues
- Review of regional AWP status/progress
- Review of PC Web site and listserv
- Other items as determined by the PC

Each PC is responsible for ensuring that current e-mail addresses and phone numbers are provided to the SR-PLN Webmaster so that the Web site can be kept current and so that communications can be prompt and inclusive.

### ***Committee Chair***

- Convene committee conference calls on at least a quarterly basis. This entails setting dates and arranging logistics, sending out notices appropriately, preparing and disseminating an agenda, and ensuring that a record of the decisions is maintained and posted on the Web site.
- Promote meaningful multi-state and cross-committee work to address emerging and over-arching issues.
- Seek input from committee members on key issues needing attention.
- Incorporate issue-focused strategies in the Plan of Work, ensuring that timely progress is made toward identified goals.
- Cultivate cross-committee work on appropriate issues by seeking out and/or allowing time for joint committee discussions and planning.
- Lead the annual face-to-face meeting, which includes preparing the agenda, facilitating the development of a Plan of Work for the next year, updating the current Plan of Work, completing accomplishment reports, preparing information and action items to be shared with ASRED and AEA, and any other reporting required from the committee.

- Serve as the first point of contact for the committee ensuring that timely communication advances to all members via conference calls, Web site, listserv.
- Work with the PLN Webmaster to ensure that all committee information is submitted in a timely manner and kept current. (i.e. minutes, contact information, officers, Plan of Work, etc.).  
NOTE: Some committees assign a role of “secretary.” If this position exists, the Chair is still charged with ensuring that tasks are complete. Communicate with committee AEA and ASRED advisors to ensure that committee work is meaningful and useful to both the committee and their advisors during the allocated times of advisor participation in Program Committee meetings.
- Ensure fulfillment of committee member obligations by monitoring individual commitments and discussing expectations with members to ensure understanding and commitment. When necessary, the Committee Chair should notify the Administrative Advisor of emerging participation issues so the Director or Administrator of the employing institution may be alerted.
- Explore the appropriate use of information technologies that allow extended participation in committee meetings of as large an audience as possible.

### ***Committee Vice-Chair***

- Provide side-by-side support for the Committee Chair in all assigned roles.
- Provide leadership for the Chair’s assigned roles if he/she is absent for a call.
- Be prepared to serve as Chair the following year to provide a sense of continuity for the Program Committee.
- Be prepared to assume tasks delegated by the Committee Chair.

### ***Program Leadership Committee (PLC) Representative***

- Participate in PLC calls and meetings to represent the Program Committee.
- Be prepared to report committee successes/progress to the entire PLC.
- Serve as a communication bridge between the PLC and Program Committee.
- Ensure that the Program Committee Chair is apprised of any new information coming to or from the PLC.
- Ensure that the needs and concerns of the Program Committee are voiced to the PLC as appropriate.
- Serve as an effective member of the planning and implementation team for the Annual PLN Joint Conference.

### **Participation Guidelines for Those in Key Roles to Foster Performance of Duties:**

- All Program Committee members should be encouraged to take ownership of the committee’s work year-round. However, given the nature of the leadership role, officers, advisors and representatives should be required to participate in at least 75 percent of all committee communication including conference calls, meetings, etc.
- If a person cannot participate, he/she should designate someone to sit in and report in his/her place.
- All representatives and officers should have the support of their administrators/directors before accepting a leadership role.
- If an individual serving on a Program Committee is not fulfilling his/her role (i.e. chair, vice-chair, committee member) on a PLN committee, the Administrative Advisor, after being notified of the issue by the chair of the committee, will notify the person’s administrator/director.
- If an individual serving as Administrative Advisor is not fulfilling his/her role, the Chair will notify the appropriate Executive Administrator/Director.



## Acronyms Heard During PLN Meetings

<b>4-HSDT</b>	4-H Strategic Directions Team
<b>4-H CCS</b>	National 4-H Cooperative Curriculum System
<b>AA</b>	Affirmative Action
<b>AAP</b>	Affirmative Action Plan
<b>ACOP</b>	Academic Committee on Organization and Policy
<b>AEA</b>	Association of Extension Administrators (1890 Institutions)
<b>AHS</b>	Administrative Heads Section of the APLU Board on Ag Assembly
<b>ANR</b>	Agriculture and Natural Resources
<b>APLU</b>	Association of Public and Land Grant Universities
<b>ARD</b>	Association of Research Directors
<b>AREERA</b>	Agriculture Research Extension Education Reform Act of 1998
<b>ARS</b>	Agricultural Research Service
<b>ASRED</b>	Association of Southern Region Extension Directors (1862 Institutions)
<b>BAA</b>	Board on Ag Assembly of the APLU
<b>BAC</b>	Budget and Advocacy Committee of the BAA
<b>BPST</b>	Base Program Strategic Team
<b>CARET</b>	Council for Agricultural Research, Extension and Teaching
<b>CECP</b>	Cooperative Extension Curriculum Project
<b>CES</b>	Cooperative Extension System
<b>CoP</b>	Community of Practice within eXtension
<b>CRD</b>	Community Resource Development (Sometimes CD or CRED)
<b>CRED</b>	Community Resource and Economic Development
<b>CTDE</b>	Communications, Technology and Distance Education
<b>CYFAR</b>	Children, Youth, and Families at Risk Initiative
<b>EARS</b>	Extension Accomplishment Reporting System
<b>EC</b>	Executive Committee
<b>ECOP</b>	Extension Committee on Organization and Policy
<b>ECS</b>	Economic and Community Systems
<b>EEO</b>	Equal Employment Opportunity
<b>EFNEP</b>	Expanded Food and Nutrition Education Program
<b>EIS</b>	Extension Information System
<b>ELDT</b>	Experiential Learning Design Team (4-H)
<b>EPA</b>	Environmental Protection Agency
<b>ERS</b>	Economic Research Service
<b>ES</b>	Extension Service
<b>ESCOPE</b>	Experiment Station Committee on Organization and Policy
<b>ESP</b>	Epsilon Sigma Phi
<b>FCS</b>	Family and Consumer Science
<b>FNCS</b>	Food, Nutrition and Consumer Service
<b>FNS</b>	Food and Nutrition Service
<b>FQPA</b>	Food Quality and Protection Act
<b>FSA</b>	Food Security Act or Farm Service Agency
<b>FSQ</b>	Food Safety and Quality
<b>FY</b>	Fiscal Year
<b>GAO</b>	General Accounting Office
<b>GIS</b>	Geographic Information Systems
<b>GPRA</b>	Government Performance and Results Act
<b>HACCP</b>	Hazard Analysis and Critical Control Point
<b>HBCUS</b>	Historically Black Colleges and Universities
<b>HHS</b>	Health and Human Services
<b>HRD</b>	Human Resource Development
<b>HUD</b>	Housing and Urban Development
<b>ICOP</b>	International Committee on Organization and Policy
<b>IPA</b>	Intergovernmental Personnel Agreement





<b>IPM</b>	Integrated Pest Management
<b>IT</b>	Information Technology
<b>JCEP</b>	Joint Council of Extension Professionals
<b>JOE</b>	Journal of Extension
<b>LGU</b>	Land Grant University
<b>LVD</b>	Leadership and Volunteer Development
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>NACAA</b>	National Association of County Agricultural Agents
<b>NACDEP</b>	National Association of Community Development Extension Professionals
<b>NAE4HA</b>	National Association of Extension 4-H Agents
<b>NAEFCS</b>	National Association of Extension Family and Consumer Sciences
<b>NAEPSDP</b>	National Association of Extension Program & Staff Development Professionals
<b>NAPIAP</b>	National Agricultural Pesticide Impact Assessment Program
<b>NASS</b>	National Agricultural Statistics Service
<b>NCRCRD</b>	North Central Regional Center for Rural Development
<b>NELD</b>	National Extension Leadership Development
<b>NEP</b>	Nutrition Education Program
<b>NERCRD</b>	Northeast Regional Center for Rural Development
<b>NIDT</b>	National Initiative Development Team
<b>NIFA</b>	National Institute of Food and Agriculture
<b>NIMT</b>	National Initiative Management Team
<b>NIT</b>	National Initiative Team
<b>NPL</b>	National Program Leader
<b>NPS</b>	National Program Staff
<b>NRAES</b>	Natural Resource and Agricultural Engineering Service
<b>NRCS</b>	National Resource Conservation Service
<b>NREM</b>	Natural Resource and Environmental Management
<b>NSF</b>	National Science Foundation
<b>NYDC</b>	National 4-H Youth Directions Council
<b>PAS</b>	Plant and Animal Systems
<b>PC</b>	Program Committees (within the Program Leadership Network)
	<b>ANR</b> Agriculture and Natural Resources
	<b>CRD</b> Community Development
	<b>COM</b> Communications
	<b>FCS</b> Family and Consumer Sciences
	<b>IT</b> Information Technology
	<b>4-H</b> 4-H Youth Development
	MM      Middle Management
	<b>PSD</b> Program and Staff Development
<b>PLC</b>	Program Leadership Committee (Representatives from PC's, ASRED and AEA)
<b>PLN</b>	Program Leadership Network (or SRPLN – Southern Region PLN)
<b>POE</b>	Program of Excellence
<b>POW</b>	Plan of Work
<b>RCWP</b>	Rural Clean Water Program
<b>RD</b>	USDA Rural Development
<b>REE</b>	Research, Education and Economics
<b>RRDC</b>	Regional Rural Development Centers
<b>SAAESD</b>	Southern Association of Ag Experiment Station Directors
<b>SAES</b>	State Agricultural Experiment Station
<b>SARE</b>	Sustainable Agriculture Research and Education
<b>SRDC</b>	Southern Rural Development Center
<b>SRPLN</b>	Southern Region Program Leadership Network (sometimes just PLN)
<b>USDA</b>	United States Department of Agriculture
<b>WRDC</b>	Western Rural Development Center
<b>YAR</b>	Youth at Risk