



**Executive Director and Administrator Team**  
**National Responsibilities as of 7.19.17**  
In Support of the Extension Committee on Organization and Policy (ECOP)  
Fred Schlutt, Chair

**Overview:** The Executive Director and Administrator Team (EDA Team) works in support of ECOP goals and ongoing priorities <http://www.aplu.org/CESGoals>. The seven-person team is made up of the full-time Executive Director and Staff Associate in the ECOP National Office at APLU in Washington, DC, plus 25 percent FTE of each of the five regional executive directors and administrator, including travel costs and other support. Expenses of the two staff in the ECOP National Office are paid by investments in national leadership paid via assessments to the 76 institutions in the Cooperative Extension Section of the APLU Board on Agriculture Assembly. Expenses of the regional executive directors and administrator are paid through regional Extension associations.

**Meet the EDA Team:**



Ron Brown, Executive Director  
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**Responsibilities:** The primary purpose of the EDA Team is strategic in nature, constantly focusing on the co-creation of visibility, opportunity and accountability for Cooperative Extension. All are experienced Extension professionals, many of whom have served in director/administrator positions during their careers. They each have a thorough understanding and passion for Extension national leadership and its benefit to state and local programming. Further, they have the depth of knowledge, political savvy and dedicated time to provide thoughtful guidance to ECOP members and other directors/administrators who offer national leadership on a volunteer basis on top of complex administrative responsibilities at their respective institutions.

The EDA Team works to name directors/administrators to national leadership and advisory teams at the request of ECOP, USDA-NIFA, and selected partners. They also provide strategic consultation and staff support to those leading ECOP efforts at the national level.

Regarding ECOP responsibilities, the team has developed a listing of assignments with a primary and back-up member. The primary serves as the main contact for the effort and will be backed up by the other person as needed. Double staffing of ECOP efforts is not the general protocol. Due to the intensity of responsibility for some new efforts, some work requires two individuals until such time as an appropriate transition can be made to the primary/back-up approach.

In general, the EDA Team:

- Offers strategic guidance for priority work, promoting national coordination.
- Works in support of chairs of ECOP committees, task forces and working groups.
- Advises other EDA members on regional engagement on policy and process issues of concern to the national system/network.
- Recommends approaches for national initiatives, especially related to engagement with directors/administrators at regional levels.
- Communicates routinely to assure national initiatives are progressing appropriately.
- Attends to other responsibilities as outlined by the chair or lead for the effort.

**Assignments:** These assignments are revised at least annually and as needs change related to ECOP’s emphasis areas and ongoing priorities.

<b>Description – Chair</b>	<b>Primary</b>	<b>Back-up</b>
<b>Executive Committee – Schlutt</b>	Klemme	Houglum
Communications & Marketing Committee – Latimore, Reed, Schlutt, S. Bonanno	Klemme	TBD
National Impacts Database Committee – Trautman with ESCOP	Brown	

<b>Description – Chair</b>	<b>Primary</b>	<b>Back-up</b>
Executive Director Search Committee – Schlutt	Shepard	
Private Resource Mobilization Planning Oversight Committee – Dobbins	Klemme	
ECOP Orientation	Klemme	Ruble
<b>Personnel Committee – Durgan</b>	Lyons	TBD
New Directors and Administrators Orientation (NEDA)	Lyons	TBD
Excellence in Extension National and Regional Awards <i>Note – Ruble point of contact for Awards Process. Lyons point of contact for nominations review.</i>	Ruble/Lyons	TBD
<b>Program Committee – Boerboom</b>	Brown	Houglum
Health Implementation Team – Rodgers	Ruble/Klemme	TBD
Diversity Award <i>Note – Ruble point of contact for Awards Process. Brown point of contact for nominations review.</i>	Ruble/Brown	Houglum
Rapid Response Protocol Civil Discourse/Dialogue Response Team	Brown	Houglum
NUEL – Boerboom	Brown	Houglum
<b>Budget and Legislative Committee – Steele</b>	Klemme	Shepard
<b>eXtension Foundation Board of Directors – V. Jones/Geith</b>	Klemme	
<b>4-H Leadership Committee – E. Jones/Turner/Hibberd</b>	Houglum	
<b>Extension Farm Bill Coordinating Committee – Trapp/Essel</b>	Klemme	Brown/Lyons
<b>Land-grant New Dean/Director/Admin/NPL Orientation</b>	Shepard	Houglum
<b>Coordination with Liaisons to ECOP</b>		
USDA-NIFA – Louie Tupas/Denise Eblen/Mike Fitzner	Shepard	Klemme
Board on Human Sciences – Linda Kirk Fox	Brown	
ESCOPE – Clarence Watson	Brown	
CARET – Susan Crowell	Shepard	
National 4-H Council – Jennifer Sirangelo	Houglum	TBD

Description – Chair	Primary	Back-up
<b>Coordination with ECOP Liaisons to Others</b>		
Deferred Maintenance Strategy Committee – ?	TBD	TBD
ESCOPE – Calvin	Shepard	TBD
National Research Support Projects	Brown	
NRSP-NIMSS Management Committee	Brown	
Joint Council on Extension Professionals – Hibberd	Houglum	
Public Issues Leadership Development	Houglum	
Extension Disaster Education Network – Place	Brown	
LEAD 21 – Durgan/O’Neill	Klemme	
<i>Journal of Extension</i> – Ami Smith	Klemme	
NEDA Planning Committee – Rodgers	Ruble/Klemme	
NC-FAR Board – Henderson	Klemme	Shepard
NC-FAR Research and Outreach Committee	Klemme	Shepard
National Integrated Pest Management Coordinating Committee – Boerboom	Shepard	
<b>APLU Board of Agriculture Assembly (BAA)</b>		
National Multi-State Coordinating Committee	Klemme	Ruble
Policy Board of Directors (PBD) – Buchholz	Klemme	Lyons
Budget and Advocacy Committee (BAC) – Steele, Essel	Klemme	Shepard/Lyons
Committee on Legislation and Policy (CLP) – Trapp, Essel	Klemme	Brown/Lyons/Shepard/Houglum
<b>Partnerships</b>		
USDA REE and NIFA – Rodgers	TBD	Lyons
NIFA/CES Retreat Follow-up – Schlutt/Hibberd	Shepard	
Food and Nutrition Service/SNAP-Ed	Klemme	TBD
US Department of Energy – Schlutt	Shepard	
NACo – Rodgers	Klemme	Houglum

<b>Description – Chair</b>	<b>Primary</b>	<b>Back-up</b>
USDA Climate Hubs	TBD	Brown

Approved by ECOP, September 20, 2016

Updated by National Office, September 27, 2016, January 1, 2017, February 16, 2017, February 22, 2017, July 19, 2017