Roles of NUEL Steering Committee Members

Three NUEL Steering Committee Members are selected by each of the five Regional Caucuses. Each member of the NUEL Steering Committee is asked to participate in the monthly NUEL Steering Committee Meetings via conference calls or other electronic means, and the two face-to-face Bi-annual Meetings of NUEL Membership. Each member representative of a Regional Caucus is asked to take on an additional role within NUEL leadership. One will serve as the NUEL Regional Caucus Chair. One will serve as an Action Team Chair. One will serve on the Executive Committee. Each January, the NUEL Executive Committee roles of Chair, Vice-Chair, Secretary, Action Team Coordinator, and National Urban Extension Conference Liaison, will be determined by election within the Executive Committee.

Role of a NUEL Regional Caucus Chair:

1. Serve as a member of the national NUEL Steering Committee.

2. Provide leadership to Regional Caucus.

3. Schedule at least 4 Regional Caucus meetings per year (via face or conference call/electronic means). Develop and distribute agendas for those meetings in advance.

4. Before the last Bi-annual Meeting of NUEL Membership, meet with Regional Caucus and identify new representatives for those members rotating off of the Steering Committee (members may serve more than one two-year term, at the pleasure of the Caucus). The Steering Committee is reformed in January of each year.
5. Submit the names of any new Steering Committee recommendations to the their respective Regional Directors/Regional Administrators Associations for their confirmation. New Steering Committee members may occur as they rotate off of the Steering Committee, at retirement, or at the request of the Steering Committee member presently serving.

6. Look for ways to have on-going connections with the NUEL members in the Region, i.e. submit proposals for multi-county and multi-state funding; plan a regional conference on an urban related issue; plan a regional professional development training session for urban Extension staff; host or organize a quarterly or monthly webinar for urban agents to hear about focused programming with most of the time dedicated for them to network and learn from each other, develop a plan to enhance participation in NUEL national activities, etc.

**Role of a NUEL Action Team Chair:**

1. Serve as a member of the national NUEL Steering Committee.

2. Provide leadership to the designated Action Team. Team Chairs may nominate an Action Team Co-Chair from among the members of the Action Team with the approval of the Action Team membership.

3. Schedule at least 6 Action Team meetings per year (one at each Bi-annual Meetings of NUEL Membership where two six month goals will be determined during each meeting, and four additional meetings to carry out and report out on plans being developed or implementation progress). Develop and distribute agendas for those meetings in advance.

4. Develop and update a LOGIC Model to strategize your annual goals linked to the Action Team focus.

5. Track plan implementation progress of Action Team and follow up as necessary to ensure that the two six month goals are achieved. Keep the Action Team Coordinator of the Executive Committee informed of your progress and activities.

6. As an Action Team Chair, report to the Steering Committee on a monthly basis the activities of the Action Team. Additionally, report to the Bi-annual Meetings of NUEL Membership as the Action Team Chair.
Role of a NUEL Executive Team Committee Member:

1. Serve as a member of the national NUEL Steering Committee.

2. As an Executive Team Committee member, participate in monthly conference calls in addition to monthly meetings of the NUEL Steering Committee.

3. Fulfill their responsibilities as defined in the *NUEL Executive Committee and Officers’ Responsibilities* document.