

NEERA-1604* Chair Duties

Revised NEERA-1604 Chair Duty Schedule

2018–2019 MD
2019–2020 MA
2020–2021 DE
2021–2022 ME
2022–2023 NH
2023–2024 RI
2024–2025 WV

2013–2014 VT

2014–2015 NJ

2015–2016 NY

2016–2017 PA

2017–2018 CT

The NEERA-1604 Chair duties rotate to the next state on the list during the annual NEERA IPM Regional Meeting, which is usually held in the winter or early spring.

- Work with NEIPMC staff to plan and facilitate the annual NEERA IPM Regional Meeting, which can be held in the Chair's state or other centrally located site. Every 3 years (2018, 2021, etc.), the NEERA meeting will take place in conjunction with the International IPM Symposium. The Northeastern IPM Center (NEIPMC) will assist with meeting arrangements. The Chair also coordinates with the International IPM Symposium planning committee every third year to make meeting arrangements.
- Prior to the NEERA IPM Regional Meeting, contact Northeastern IPM Coordinators to gather agenda items and request a summary report from each state. Coordinators will present a brief summary of their state activities during the meeting.
- Gather PDF versions of state reports after the NEERA meeting. Forward to Kevin Judd (kaj57@cornell.edu) to post on the NEIPMC website.
- NEIPMC staff will record minutes from the NEERA meeting. The Chair will review the draft minutes. The minutes will be distributed electronically via the NEERA listserv for review. Final minutes will be posted on the NEIPMC website.
- The Chair needs to submit a report of the NEERA meeting to the federal National Information Management & Support System (NIMSS) website (<http://www.nimss.org/projects/history/18301>). This typically consists of highlights from the state reports.
- Every 5 years the Chair needs to lead in writing a proposal to continue the NEERA group and submit to the NIMSS website. Jennifer Grant wrote the last proposal in 2016. Ideally the proposal would be developed by coordinating with the whole group in the preceding year's meeting. The next proposal will be due January 2021.
- The Chair sends out periodic NEERA listserv announcements regarding the IPM Regional and National Meetings, to request feedback from NEERA members, and to disseminate other relevant information.

- The Chair (as well as the Past Chair and Chair Elect) are expected to attend the annual National IPM Coordinating Committee (NIPMCC) meeting in Washington, DC, if possible. The 2017 meeting was held on October 17–18, and the next meeting will take place October 23–24, 2018. Other NEERA members are welcome to attend. Attendees need to supply their own funding to attend. It is suggested that each potential attendee include a funding request in their CPPM-EIP proposal.
- The Chair (as well as the Past Chair and Chair Elect) serve on the Northeastern IPM Center Advisory Council, which meets annually in person (October) and convenes a summer conference call. Travel funding is provided by the Center.

** NEERA stands for “Northeast Education/Extension and Research Activities.” NEERA is officially titled NEERA-1604 and was formerly known as NEERA-1004 and Northeast Research, Extension and Academic Program Committee for IPM (NEREAP-IPM).*

Prepared by Donna Ellis and Jennifer Grant, March 2018.