# Checklist of Duties

## SUPERVISORS

### WEEKLY
- Approve hours in Aggietime
- Touch base with NEA(s) via email, text or in person
- Review F$ Google calendar to be familiar with events happening that week
- Check PEARs reporting

### MONTHLY
- Staff meeting preferably twice each month
  - schedule teaching assignments
  - update NEA(s) on county happenings
  - review program needs
  - policy updates from state office
  - review classes and partnerships
  - NEA(s) report on projects
- Approve NEA(s) hours in Aggietime
- Approve & Sign NEA(s) mileage & return to NEA(s)
- Approve PCard transactions
- Assist NEA(s) as needed with programming
- Zoom Meetings - Monday’s 10:00 am
  - Week 1 - Statewide Staff Meeting
  - Week 2 - Supervisor, Scholarly Works, Advisory Council
  - Week 3 - Statewide Training
- Inservice Zoom - Wednesday at 10:00 am
  - Week 4 - Inservice Training
- Optional: Replace one staff meeting with One-on-One Meetings with each NEA. Review goals and tasks. Talk about struggles and triumphs. Work together to overcome barriers.

### QUARTERLY
- Meet with NEA(s) one-on-one
- Observe NEA(s)

### YEARLY
- Digital Measures
- Performance appraisals
  - contact Marcia for training dates
- Attend Annual Conference
- Attend Region Trainings as available
- Manage Contact List
- Discuss with NEA(s) which organizations to focus on for collaboration
- Plan PSE efforts for the year
- Scholarly Works
- Write Additional Grants

*Italicized items are optional best practices for improved programming.*

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**CREATE BETTER HEALTH**

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