#### SERA Administrative Advisor Refresher

ASRED/SAAESD Joint Meeting Roanoke, VA April 6 – 9, 2015

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## Southern Extension and Research Activity Purpose

 SERAs bring together researchers and extension specialists sharing a common problem, issue, or disciplinary interest

 General objective is to provide a functionally integrated forum to coordinate joint activities to address stakeholder needs **Potential Objectives** saaesd.ncsu.edu/docholder.cfm?show= infobook/guide/SERAmethod.htm

- Coordinate specific research/extension projects and programs
- Exchange ideas, information, methods, data, educational materials, etc.
- Generate interest in specific research and extension areas (e.g. symposium or workshop)
- Develop joint research/extension web sites, review articles, or programs on common issues

#### **Potential Objectives** continued

- Evaluate or standardize methods or techniques leading to common protocols or best practices
- Identify critical research and education gaps, needs, and priorities
- Improve multistate effectiveness in curriculum, staff development, or program delivery
- Enhance chances for successful integrated multistate grant applications

## **Potential Tangible Outputs/Outcomes**

Research oriented - collaborations, review articles, web sites, standard experimental protocols, BMPs, research prioritization, public or private grants

 Extension oriented – multistate programming, printed/electronic educational materials, workshops, staff development, education prioritization, public or private grants Administrative Advisor Role saaesd.ncsu.edu/docholder.cfm?show=infobook/ AA Overview and General Responsibilities.htm

- Communication
- Participate in meeting
- Help set agenda
- Monitor resources
- Orient new members
- Avoid Duplication

- Minutes & annual reports
- Oversight & accountability
- Editorial & record keeping
- Spread results and impacts

## Administrative Advisor Role – Communication

- Facilitate activity's organization, operation, and management
- Encourage project committee to interact with other groups of similar interests
- Facilitate rewriting project proposal and inform on policy or procedure changes
- Keep Directors and EDs' offices informed of any concerns
- Communicate impacts to funders and stakeholders (LandgrantImpacts.Org)

# Administrative Advisor Role – Meeting Participation

- Keep meeting focused on objectives, make sure state reports are secondary
- Promote collaboration, maintain team approach, and interdependency
- Facilitate involvement of new participants
- Provide regional & national updates
- Identify potential funding sources and encourage committee to submit proposals
- Ensure rewrite discussion at year 4 meeting