Northwest Florida Horticulture Program Implementation Team (PIT)
Standing Operating Procedure

HORT PIT OBJECTIVES
- To assist in the planning, implementation and reporting of district wide Extension programming, specific to horticulture and related areas.
- To improve communication among Extension Faculty and State Specialists to deliver effective Extension programming for Extension District I.

TEAM COMPOSITION
- The PIT consists of a Team Leader, Co-Leader and team members within the Counties and RECs of the district.
- Extension Faculty from adjoining states may be invited to be members of the Hort PIT.

LEADERS
- The Horticulture PIT will be chaired by a Leader and Co-Leader.
- Each position is held for one calendar year.
- The Leader rotates out of the leadership role.
- The Co-Leader moves to the Leader role.
- A new Co-Leader will be appointed each calendar year based upon the following rotation:

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1= Leader    2=Co-Leader

LEADER RESPONSIBILITIES
- Sets the date of the meetings based on input of team members
- Secures meeting location or organizes the meeting via Polycom
- Communicates to all PIT members the meeting dates
- Encourage members to attend all meetings
- Creates an agenda for each meeting to include discussion on the following topics:
  - Identify concerns of clientele and develop possible solutions for programming activities and multi-State activities.
o Develop and implement a systematic plan for integration of Research and Education Center Faculty and Campus Faculty in each Extension District and to increase efficiency in using State Extension Specialists.

o Identify and Request in-service activities, new faculty appointments and technology needs

  • Conducts all meetings

CO-LEADER RESPONSIBILITIES

  • Records all meetings and disseminates the meeting minutes to members in a timely manner. Minutes are posted on the Hort PIT SharePoint site.
  • Reviews the Hort PIT List serve and ensures that all appropriate members are listed with correct email addresses.
  • Creates and maintains a district-wide calendar of horticultural events and professional development opportunities. Posts to the SharePoint website.

TEAM OPERATIONS

  • Annually, the Hort PIT will meet in early fall for program planning prior to County Faculty developing their annual Plan of Work.
  • The Hort PIT must meet twice in a calendar year but may choose to meet more often.

Revised: 09/2008